OREGON GRADUATES & DROPOUTS REPORTING MANUAL

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Summary of changes to the 2009 Graduates and Dropouts Reporting Manual

The updated manual has one business rule change which impacts the Early Leavers collection in addition to several smaller clarifications and updates.

2008-09 Early Leavers

The business rule change is that students who complete 2008-09 but do not enroll in Fall 2009 by October 1, 2009 need to be submitted in 2008-09 Early Leavers. See code 7 and 8 on page 16 for further reference.

Other updates and clarifications on:
- Early Leaver codes and dates (p16)
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2008-09 High School Completers

Updates and clarifications on:
- Students who are allowed longer to graduate without being required to meet the increased credit requirements (p8), and links are also provided to cited statutes and rules (p37-40)
- Appendix A on Graduation rates, documenting students removed from the graduation cohort denominator, and a new crosswalk on Early Leaver/High School Completer Codes, Cumulative ADM, and Cohort Graduation Rate
- The summary of HS Completer codes (p7) including code 14 honorary diplomas
- The definition of a modified diploma (p11)
- Special Situations and Frequently Asked Questions (p12 and p13-14)

Also note:

As described on page 19, ODE provided data to districts in August 2009 to begin the process of validating which students are in the 2008-09 graduation cohort and student outcomes. Four-year graduation cohort members (students who were first-time 9th graders in 2005-06) will be assigned a final outcome for the cohort period. This also involves determining which students should be removed from the cohort, including some students not required to be submitted in Early Leavers (such as students who transferred out of Oregon public schools to another degree granting institution).

Additional information regarding cohort graduation data will be posted at:
http://www.ode.state.or.us/search/page/?id=2644

For questions, contact Early Leavers / High School Completers data owner, Brian Lindsley at: 541-947-5928 or brian.lindsley@state.or.us

Reporting High School Completers: Graduates and Non-Graduates

High school graduates are submitted by districts and schools in the High School Completers data collection by the first school day in November. In addition to graduates, students who completed four or more years of high school and *did not* earn a diploma (submitted as a Code 13), are submitted.

All students who have completed four or more years of high school must be submitted in High School Completers. In addition, students who have earned a diploma in *less than* four years need to be submitted.

The High School Completers data collection has been a student-level data submission since 2003-04. Schools and districts submit data by Secure Student ID (SSID) by using the web submission process or a data upload. The type of diploma (or no diploma) and the graduation date (or withdrawal date) are included in the data submission. In combination with other collections, other demographic characteristics, such as gender, grade, race/ethnicity, special education, LEP, economic disadvantage, and TAG are used in calculating graduation rates.

High School Completer data is included in reports to the Legislature on the status of high school students, and also in reports produced by the National Center for Education Statistics. It is also used for determining Adequate Yearly Progress (AYP) under the No Child Left Behind Act, and in the calculation of the Graduation Rate.

Reports at the first link below show the number of high school completers and the types of diplomas earned for schools, districts, and counties. Statewide high school completer reports show demographic characteristics such as gender, race/ethnicity, and economic disadvantage. The second link includes School and District Report Cards as well as AYP reports. In summer 2009, ODE is planning to submit a proposal to the US Department of Education to begin using the No Child Left Behind (NCLB) Cohort Graduation Rate for use in AYP and Report Card in 2010. This will be based on the 2008-09 cohort (i.e. students who first entered high school in 2005-06). For more on cohort data, see pages 33-36.

http://www.ode.state.or.us/search/page/?id=878

http://www.ode.state.or.us/data/reportcard/reports.aspx

IMPORTANT!

For submitting data, always refer to the documents for the data collection year. They are posted under the Documents bar at the following webpage.   These include any other documents that are helpful for submitting data, in addition to the Graduates and Dropouts Reporting Manual.

https://district.ode.state.or.us/apps/info/DataCllctnDetail.aspx?id=140

Important: High school diplomas are submitted for the year that they are awarded. For students awarded a regular diploma during the 9/1/08 – 8/31/09 reporting year, submit the date the student last attended school rather than the date the student was handed the diploma**.**

By law, a graduate is a student who has received a high school diploma issued by a school district or public charter school, an Adult High School Diploma issued by an authorized community college, or a modified diploma as defined below. Students who earn a GED certificate or an Adult High School Diploma are to be submitted in Early Leavers rather than High School Completers (see page 16), but are not counted as dropouts.

The 2008-09 High School Completers Data Collection reporting year **begins September 1, 2008 and ends August 31, 2009**. The collection is open from 5/15/2009 – 11/2/2009.

High School Completer Codes With Dates for the 2008-09 School Year

BETWEEN SEPTEMBER 1, 2008, AND AUGUST 31, 2009, the student was awarded:

10   **Regular Diploma without Certificate of Initial Mastery:** Diploma received by a student who has fulfilled all state requirements (22 credit minimum, plus competencies) and local requirements (of the school district or public charter school) as described in OAR 581-022-1130 and ORS 339.505, but has not earned a Certificate of Initial Mastery (CIM).

11   **Modified Diploma:** Diploma received by a student who has met the requirements for a modified diploma as defined in ORS 329.451 and OAR 581-022-1134.

12   **Regular Diploma with Certificate of Initial Mastery (CIM):** Diploma received by a student who has met all regular diploma requirements (as described above for code 10), and has met all the Certificate of Initial Mastery standards in writing, math, reading, science, and public speaking. On CIM data in 2008-09, see FAQ #8 on page 14.

13   **Alternative Credential or No Diploma:** Students attended 4 or more years of high school and did not drop out, but did not satisfy all state and district requirements to receive a regular or modified diploma. They are non-graduates in the NCLB 4-year cohort grad rate. NOTE: Do not count either a GED or an Adult High School Diploma (AHSD) as an Alternative Credential. Only submit them in Early Leavers (GED is Code 05, AHSD code 04).

14   **Honorary Diploma:** Foreign exchange students who received an honorary diploma from an Oregon public school and then left the U.S. See pages 34-36 for documentation requirements and impact on cohort grad rate. In contrast, some districts offer "honors" diplomas for students meeting requirements higher than the district's requirements for a regular diploma. Submit those as Regular Diplomas (code 10 or 12 as appropriate).

Only REGULAR diplomas (Codes 10 and 12) are used in the calculation of the Graduation Rate.

Oregon Graduation Rate Formula (Current NCES Formula)

For a given school year:

$$\frac{\text{Number of Regular Diplomas (CIM and Non-CIM)}}{[\text{Number of Regular Diplomas (CIM and Non-CIM)}] + [\text{Number of Dropouts in Grades 9, 10, 11, and 12*}]}$$

The decimal that results from this calculation is then multiplied by 100 to get the graduation rate.

*This is a one-year approximation of 4 years of dropouts for one class, beginning in grade 9 and ending in grade 12. ODE will publish this rate for the 2008-09 school year in spring 2010. In addition, ODE is planning to begin publishing cohort graduation rates starting with the 2008-09 cohort in spring 2010 for use in 2010 AYP and Report Card. For information about cohort graduation rates, see pages 33-36 of the Manual.

Graduation rates for schools are located in Table A8 in the Dropout Data Excel tables, which are posted for each year at the following site: http://www.ode.state.or.us/search/page/?id=1

For information about cohort graduation rates, see pages 33-36 of the Manual.

Requirements for a Regular High School Diploma

A regular high school diploma is one that satisfies the requirements of OAR 581-022-1130. These requirements include that the student has demonstrated the competencies the district school board has adopted for graduation, and the student has completed the state-required 22 units of credit and any additional units of credit the school district board specifies, and the student has completed 12 years of educational experience beginning with grade 1, or the equivalent as authorized by district school board policies in conformance with Oregon Administrative Rules. To submit the student as a 2008-09 regular diploma recipient, the student must not have reached age 21 by the start of the 2008-09 school year (ORS 339.505).

Many districts require students to earn more than the 22 credits described in administrative rule to receive a regular high school diploma. Seniors who finish the twelfth grade with less than the number of credits required by the district might still be considered to have earned a regular diploma. If a student has earned less than the district minimum number of credits, but has earned the 22 credits prescribed by subject area in OAR 581-022-1130, the district may award the student a regular high school diploma if district policy provides for another regular diploma track requiring 22 credits. These students would not be submitted as early leavers; they would be submitted in the High School Completers data collection as graduates.

Any diploma that does not meet district or state standards, especially a diploma that requires fewer than 22 units of credit to earn, is not a diploma within the meaning of the reporting statute. ***Students who earn a diploma that does not meet state standards are to be reported as dropouts if they have not reached age 21 by the start of the school year and withdraw before earning a standard diploma that meets the OAR requirements.***

Transition Between 2008-2009 and 2009-2010 Graduation Requirements

Governor Kulongoski signed HB 2061 into law on April 1st, 2009. This law is a technical fix that waives the **increased graduation credit requirements** for some students. The increased graduation requirements were passed by the 2005 Legislature and set to go into effect July 1, 2009. These requirements are one additional English credit (for a total of 4) and one additional mathematics credit (for a total of 3).

This waiver applies only to students who began ninth grade during the 2005-2006 school year, and were enrolled in school consecutively during the 2006-2007, 2007-2008 and 2008-2009 school years and who will receive their diploma prior to July 1, 2010. This law is binding and has immediate effect. OAR 581-022-1130, which outlines the diploma implementation timeline, was revised in June 2009 to reflect the change.

Background information is posted at:
http://www.ode.state.or.us/news/announcements/announcement.aspx?=4229

The New Oregon High School Diploma

In January of 2007, the State Board of Education voted to adopt new high school graduation requirements.

These new requirements are designed to better prepare each student for success in college, work, and citizenship. To earn a diploma, students will need to successfully complete the **credit requirements**, demonstrate proficiency in **essential skills**, and meet the **personalized learning requirements**. And students will have the option to earn credit for proficiency. The changes to the diploma are being phased in **over several years** (see the next page).

What has changed?

- **Number of credits**: the minimum number of credits needed to graduate was raised from 22 credits to 24 credits. See the previous page for a 2009 update on implementation time frame for a specific set of students.

- **English**: the number of English credits was raised from 3 credits to 4.

- **Math**: the number of math credits required was raised from 2 credits to 3 and these 3 credits must be at the algebra I content level or above.

- **Science**: the number of science credits was raised from 2 credits to 3.

- **Second Language / Art / Career & Technical Education**: the number of credits required in this area (any combination of the subjects) was raised from 1 credit to 3.

- **Electives**: The number of required electives was reduced from 9 credits to 6.

    Please note: these refer to state-wide requirements and serve as a minimum for graduation. Local districts may have additional graduation requirements. For the most complete list of requirements each student will need to take to graduate, please check at the local high school.

- **Credit for Proficiency**: All students will have the option to earn credit for demonstrating proficiency. This means that a student is given credit for successful demonstration of knowledge and skills that meet or exceed defined levels of performance.

Essential Skills

For the first time, the state will require that all students must demonstrate that they are proficient in certain "essential skills" – skills that are deemed critical for future success – before they are awarded the diploma. Essential Skills are process skills that can be applied in a variety of courses, subjects, experiences and settings. Students will have a variety of opportunities to demonstrate that they are proficient in these skills. Below is a list of the essential skills required for graduation.

☑ Read and interpret a variety of texts	☑ Apply mathematics in a variety of settings
☑ Write for a variety of purposes	☑ Use technology
☑ Speak and present publicly	☑ Demonstrate civic and community engagement
☑ Think critically and analytically	☑ Demonstrate global literacy
☑ Demonstrate career-related learning standards: communication, problem solving, personal management, teamwork, employment foundations, and career development.	

Timeline and Phase-In for the New Diploma Requirements

The changes to the diploma will be phased in over a number of years to allow students, families, schools and teachers to adequately prepare to meet these new requirements. The chart below shows when each change will come into effect and subject area details. The year in which changes come into effect is marked in grey.

Subject	Current Credits 2008	Graduating Class of 2010 (10th Graders in 2007-08) *	Graduating Class of 2012 (8th Graders in 2007-08)	Graduating Class of 2014 (6th Graders in 2007-08)
English/Language Arts	3	4	4	4
Mathematics	2	3	3	3 - all at Algebra I level and above
Science	2	2	3	3
Social Sciences	3	3	3	3
Physical Education	1	1	1	1
Health	1	1	1	1
Second Language Arts Career and Technical Education (CTE)	1	1	3	3
Electives	9	9	6	6
Total Credits	22	24	24	24

* See page 8 for a 2009 update on implementation time frame for a specific set of students.

House Bill 3129 (2005) added 1 credit each of English and mathematics and increased the total credit requirement from 22 to 24. The State Board has built on this work by requiring an additional credit of science and expanding the Arts/Professional Technical/Second Language requirement from 1 to 3 credits, while keeping the total credit requirement at 24.

For more information on the diploma requirements and implementation resources go to the ODE website: http://www.ode.state.or.us/search/results/?id=368 or contact Theresa Levy at 503-947-5736 or by email: Theresa.Levy@state.or.us.

Other Types of Diplomas

Modified Diploma (Submitted as High School Completer Code 11)

A modified diploma is awarded to students who have demonstrated the inability to meet the full set of academic content standards even with reasonable accommodations but who fulfill all requirements as described in ORS 329.451 and OAR 581-022-1134. Students who earn such a diploma are not dropouts for the year the modified diploma is awarded. However, only regular diplomas (code 10 and 12) are included in the graduation rate numerator of the existing NCES graduation rate and of the NCLB cohort graduation rate.

To submit a student as a 2008-09 modified diploma recipient, the student must not have reached age 21 by the start of the 2008-09 school year (ORS 339.505).

Adult High School Diploma (Submitted as Early Leaver Code 04)

An Adult High School Diploma is one that meets or exceeds the requirements of OAR 589-007-0600. The Adult High School Diploma is authorized by the State Board of Education and requires a minimum completion of 22 state-required units of credit (OAR 581-022-1130) and any additional units of credit that the community college board may require.

Only a community college is authorized to issue an Adult High School Diploma. Students receiving either an Adult High School Diploma issued by a school district, or a diploma designed by a school district to be equivalent to an Adult High School Diploma, are dropouts if they do not continue their K-12 sponsored studies.

Students who receive an Adult High School Diploma are submitted in the Early Leavers data collection as a Code 04. Students who leave the program without receiving the diploma and who do not re-enroll elsewhere are dropouts.

To submit a student as a 2008-09 adult high school diploma recipient, the student must not have reached age 21 by the start of the 2008-09 school year (ORS 339.505).

Adult Basic Education Credential

A certificate of completion of an adult basic education program is not a credential recognized by the reporting statute as graduation. Students who receive this credential are dropouts if they do not continue K-12 sponsored studies.

Unit of Credit

OAR 581-022-0102: A unit of credit is certification of a student's successful completion of classroom or equivalent work (e.g., independent study, work experience, research) in a course of at least 130 clock hours, or equivalent as set out in OAR 581-022-1131.

High School Completers & Early Leavers
Special Situations

1) *A student completes all credit requirements before the start of their 12th grade year. What year is the diploma reported?*
   <u>Always submit the diploma in the High School Completers data collection for the school year it was awarded. If a student is awarded a diploma in 2008-09 (from 9/1/08 to 8/31/09), this should be submitted in 2008-09 High School Completers.</u>

2) *A student attends through end of year 2008-09 in 12th grade but does not earn a diploma. The student completes credit requirements during the summer of 2009.*
   If the diploma is awarded no later than 8/31/09, the diploma is submitted in 2008-09 High School Completers. If the diploma is awarded in 2009-10 (after 8/31/09), the student would be submitted as a code 13 (No Diploma) in 2008-09 High School Completers, and the diploma would be submitted in 2009-10. NOTE: The date the student was actually given the diploma during the graduation ceremony may not be the same as the day the student last attended school. As long as the student satisfies all graduation requirements and is awarded the diploma during the 9/1/08 – 8/31/09 reporting year, submit the date the student last attended school rather than the date the student was handed the diploma.

3) *A student who completes the 12th year of education but does not complete all high school graduation requirements may choose to do so in another setting, such as community college, online program, or private organization.*
   <u>As long as the student remains enrolled in a school or program, and district funding follows the student, the student is not a dropout.</u>

4) *A student attends through end of year 2006-07 in 12th grade but does not earn a diploma. He/she does not return to school in 2007-08, and does not submit credits earned elsewhere to meet diploma requirements until year 2008-09.*
   In the 2006-07 High School Completers data collection, the student is submitted as a High School Completer with no diploma (code 13). In the 2007-08 Early Leavers data collection, the student is submitted as a dropout (code 07, Non-Grad No Show). For 2008-09 High School Completers, the student is a High School Completer, and the diploma is submitted.

5) *Do I have to keep submitting a student who completes the 12th year of education and receives an alternate credential (a code 13 in High School Completers), then returns for another year?*
   Once a student has attended at least four years of high school, submit the student as a code 13 each year they complete without being awarded a diploma. If the student is awarded a diploma <u>(such as a Modified Diploma, code 11), you don't have to submit the student again unless the student earns *another* diploma (such as a regular diploma).</u>

6) *What about a student <u>who finishes his/her 12th year of education</u>, does not earn a diploma, but then earns a GED?*
   <u>If the student attended four or more years of high school</u>, he/she is submitted in the High School Completers data collection as a code 13 (No Diploma). When the student earns a GED, it is submitted as a code 05 in the Early Leavers data collection. The student is not a dropout, but with the implementation of the cohort graduation rate this student would decrease the rate (see pages 33-36).
   Note: Many GED recipients do not complete the 12th year of education, and so they would NOT be submitted in High School Completers. However, they would ALWAYS be submitted as a code 5 in Early Leavers.

7) *If a student did not earn a diploma by the end of their 2008-09 senior year, but returned to school in September 2009, do we need to submit them as a code 13 (alternative credential or no diploma) in the 2008-09 High School Completers data collection?*
   YES, because the student completed his senior year (2008-09) enrolled in high school. If the student is awarded a diploma in 2009-10, the diploma would be submitted for that year.

Frequently Asked Questions Regarding
High School Completers

1.   Who needs to be submitted in High School Completers?
Every student who finishes four or more years of high school in 2008-09 must be submitted in the 2008-09 High School Completers Data Collection. This includes students who were awarded diplomas (codes 10, 11, 12, and 14), as well as students who were not awarded diplomas (code 13).

          Also submit any student who received a diploma in 2008-09, but may have been enrolled *less than* 4 years.

2.   Each year, do I have to keep submitting a student who has completed four or more years of high school and has not earned a diploma?

YES, if the student is still attending your school, you need to keep submitting the student each year as a code 13 (Alternative Credential or No Diploma), <u>until the student earns a diploma or turns 21 before the start of the school year</u>. After he/she earns a diploma, you don't have to submit the student again unless he/she earns *another* diploma.

Often this question relates to special education students. If a student receives a modified diploma (code 11), you don't have to submit the student again in High School Completers, unless he/she earns *another* diploma.

3.   For the 2008-09 High School Completers data collection, what is the "Graduation Date" for a student who completed 4 or more years of high school but did not graduate (High School Completers code 13: Alternative Credential or No Diploma)?

The "Graduation Date" for students who completed 4 or more years to high school, but did not receive a diploma is <u>the last day of the 2008-09 school year</u>.   In this case, "Graduation Date" is a misnomer; since the students did not graduate. However, a date is required for all records submitted.

4.   Where do I submit GEDs in the High School Completers data collection?

<u>You don't submit GEDs in the High School Completers data collection</u>. GED recipients are not considered to be High School Completers.

<u>Submit all students who earn a GED the year they earn it as a code 05 in the Early Leavers data collection</u>. They are Early Leavers because they left before completing a high school diploma.

NOTE: As per Oregon State Law, GEDs are not dropouts, but are considered non-graduates.

If a GED recipient also completed 4 or more years of high school, you would report them in the High School Completers data collection as a withdrawal code 13 (no diploma). (Most students who earn GEDs do not complete 4 years of high school.) But the GED itself is still submitted in the Early Leavers data collection.

Some GED recipients return to earn a regular high school diploma. Submit the high school diploma the year it is awarded.

5.   My school awarded a diploma to a student, but when I try to submit that data in High School Completers, I receive an error message that says I have no right to submit data on this student. How can I submit the diploma awarded to the student by my school?

It may be that the student is also associated with another institution. To address the error message, click on FIX ERROR, go into the student record and key in the institution IDs for your district and school in the ATTENDING DISTRICT and ATTENDING SCHOOL fields. Be sure to save the changes. Also, do a Production Download and verify that the student data is correct on it.

6.   How do I verify to ODE that the data for my school (or district) is accurate and complete?

Once your data is accurate and complete, use the Status Tracking webpage to click on the verification button. Also, if your school or district had no High School Completers during the reporting year, use the verification button to verify this to ODE.

7.   Regarding Expanded Options students, when do we submit students who have earned a diploma, but have not been awarded the diploma because they are participating in the Expanded Options Program? How are the Expanded Options students coded in the High School Completers Data Collection?

Always submit the diploma for the High School Completers year it was *actually awarded* to the student. Code Expanded Options students who have completed four or more years of high school and not yet been awarded a diploma as High School Completers Code 13: NO DIPLOMA. The students will not be counted as graduates, nor will they be counted as dropouts.

8.   How should we submit data for regular diplomas with or without CIM (code 10 or 12) if CIM is going away?

As per HB 2263 (2007), the CIM was eliminated as a State requirement, effective at the end of the 2007-08 school year. ODE did not change the file format for 2008-09 HS Completers to remove code 12, Regular Diploma with CIM. As the file format is changing next year with 2009-10 Cumulative ADM, the preference was to not change it twice. Some districts have chosen to continue offering the CIM. The district validation site for 2008-09 graduate and dropout data will display a combined count of regular diplomas. It will not differentiate between CIM and non-CIM.

Reporting Early Leavers:
Dropouts & Non-Dropouts

Early leavers are students who leave high school before earning an Oregon diploma. They are submitted in the Early Leavers data collection by the end of October each school year. There are two categories of early leavers: non-dropout leavers and dropout leavers.

Every public school that has any of grades 7, 8, 9, 10, 11, or 12 must submit data for the collection. If the school does not have any early leavers to submit, they must notify the Oregon Department of Education (ODE) that there were no early leavers using the online status tracking tool. Any student claimed by a district for State School Fund (ADM) reimbursement must be reported if he or she becomes an early leaver.

The Early Leavers data collection has always been a student-level data submission. Starting in 2004-05, the data collection became a consolidated collection. Schools and districts submit data by Secure Student ID (SSID) by using the web submission process or a data upload. The following information is included in the data submission: time enrolled in the district, credits at the time the student withdrew, withdrawal date, and withdrawal category. For dropout leavers, circumstances regarding the dropout and factors influencing the decision to drop out are also collected. In combination with other collections, other demographic characteristics, such as gender, grade, race/ethnicity, special education, LEP, economic disadvantage, and TAG are used in calculating dropout rates.

Rules developed by the Oregon Department of Education ensure a complete accounting of students who drop out. Oregon's dropout reporting procedures are in full agreement with the procedures developed by the National Center for Education Statistics (NCES) for uniform and comparable reporting of dropout rates by states.

Early Leaver data is included in reports to the Legislature on the status of high school students, and also in reports produced by the National Center for Education Statistics. It is also used in determining Adequate Yearly Progress (AYP) under the No Child Left Behind Act, and in the calculation of the Graduation Rate. The dropout rate formula is on page 32 of the Manual.

In summer 2009, ODE is planning to submit a proposal to the US Department of Education to begin using the No Child Left Behind (NCLB) Cohort Graduation Rate for use in AYP and Report Card in 2010. This will be based on the 2008-09 cohort (i.e. students who first entered high school in 2005-06). For more on cohort data, see pages 33-36.

Dropout tables for 1997-98 through 2007-08 are posted at the following link:
http://www.ode.state.or.us/search/page/?id=1

Important!
For submitting data, always refer to the documents for the data collection year. They are posted under the Documents bar at the following webpage. These include any other documents that are helpful for submitting data, in addition to the Graduates and Dropouts Reporting Manual.

https://district.ode.state.or.us/apps/info/DataCllctnDetail.aspx?id=145

Early Leaver Codes With Dates for the 2008-09 School Year

The 2008-09 Early Leaver Collection reporting year **begins July 1, 2008 and ends June 30, 2009.** The collection is open from 7/30/2009 – 10/30/2009.

NON-DROPOUT LEAVERS FOR THE 2008-09 SCHOOL YEAR

BETWEEN July 1, 2008 and June 30, 2009:

01   The student was withdrawn to participate in a juvenile detention facility, or in a mental health, substance abuse, or a shelter care program.

02   The student was deceased.

03   The student withdrew for home schooling and registered with the ESD. See page 21.

04   The student received an Adult High School Diploma from a community college.

05   The student received a GED certificate.

DROPOUT LEAVERS FOR THE 2008-09 SCHOOL YEAR

06   A School Year Withdrawal is a student who withdrew by the last 08-09 school day (7/1/08-6/30/09). He/she was not enrolled in a school or program on 10/1/09, did not receive a high school diploma by 8/31/09, or a GED by 10/1/09, and the school did not receive a records request for the student by 10/15/09. See Note 3 below for non-dropout cases.

07   A Non-Graduate is a student who finished the 2007-08 school year as a 12th grader, but did not enroll at all in 2008-09. Also submit as Non-Graduates in 2008-09 Early Leavers students who finished the 2008-09 school year in 12th grade, but who were not enrolled in Fall 2009 (see Notes 1-4 below). If the student did not receive a GED by 10/1/09, or a request for records is not received by 6/30/09, he/she is a Non-Graduate. If the student received a diploma by 8/31/09 submit the student in High School Completers (see page 6).

08   A No-Show is a student who finished the 2007-08 school year in grade 6-11, and was enrolled at no time during the 2008-09 school year. Also submit as No-Shows in 2008-09 Early Leavers students who completed the 2008-09 school year in grade 6-11, but who were not enrolled in Fall 2009-10 (see Notes 1-4 below). Submit both of these cases of No-Shows in 2008-09 Early Leavers, unless they received a diploma by 8/31/09, or a GED by 10/1/09, or the school received a request for records by 6/30/09. They are dropouts from the grade they would have been in had they re-enrolled (see page 18).

09   A 2008-09 Rescind is a student submitted as a dropout for a year prior to 2008-09 who returned in 2008-09 and did not dropout again. Submitting Rescind records is optional.

Note 1. Code 7 and 8 were expanded to include Fall 2009 no shows who completed 08-09. The change will assist with calculating cohort graduation rates. Fall 2009 enrollment refers here to students in 2009-10 First Period Cumulative ADM enrolled by 10/1/09. Students who attend school in summer 2009 but do not enroll in Fall 2009 by 10/1/09 also need to be submitted.

Note 2. Withdrawal Date. For code 06 submit the date the student dropped from the active roll. For code 07 and 08 when the student completed 2007-08 but enrolled no time in 2008-09, use 9/1/2008. For code 07 and 08 when the student completed 2008-09 but did not return in Fall 2009 by 10/1/09, submit the date the student was dropped from the active roll (through 6/30/09).

Note 3. For codes 06, 07, and 08, students are not dropouts for 2008-09 if their last event was code 01-05 above, code 10-12 or 14 (p7), or those in ORS 339.505(c). For transfers out see p34.

Note 4. If a Non-Graduate or No-Show showed up in the 2008-09 school year, but dropped out during 2008-09, submit them as a School Year Withdrawal (code 06) in the 2008-09 data collection.

Examples of Dropouts

The following are examples of dropouts. This is a list of some of the most often occurring incidences of dropping out. There are many others that are not listed here as examples.

The student left school without notice and cannot be located.

The student withdrew from a district-sponsored alternative program.

The student moved with a migrant family within the U.S. and is not known to be in school.

The student moved to another district or state and is not known to be in school.

The student was suspended or expelled and did not return to school when scheduled to.

The student was expelled and did not enroll in the alternative education program that was offered.

The student reported for active duty in military service before receiving a high school diploma or GED.

The student withdrew for home schooling and did not register with the ESD.

The student was sent back from home schooling by the ESD and did not re-enroll.

The student withdrew near the end of the school year before full credit for classes was awarded.

The student withdrew from a GED recapture program without earning a GED.

The student left to enroll independently in an alternative education program.

Dropout Categories with Examples

School-Year Withdrawals

Students who withdrew during the school year are submitted as Early Leaver Code 06 dropouts. They were enrolled in grades 7-12 at some time during the current school year, but not on the last day. The withdrawal date to submit in Early Leavers is the day the student dropped from the active roll. NOTE: Students your school placed in an alternative education program must also be reported if they drop out, even if they are not attending in your school.

> **Example:** A 10th grade student withdrew from the 2008-09 school year on March 3, 2009. The student returned on April 15, 2009, but withdrew again on May 15, 2009. The student was not enrolled in a school or program on October 1, 2009, and no request for records was received by October 1, 2009. The student is submitted in the 2008-09 Early Leavers data collection as a Code 06 School Year Withdrawal for grade 10 with a withdrawal date of 5/15/09.

Non-Graduates

Students who finished the school year as 12th-graders (including 5th-year seniors) but did not receive a high school diploma are non-graduate dropouts if they meet the criteria on page 16. The grade to submit for all Non-Graduates in 2008-09 is grade 12. On the withdrawal date to use, see Note 2 on page 16.

> **Example**: A student who completed grade 12 in June 2008 but did not receive a diploma was reported in the 2007-08 High School Completers data collection as a Code 13 (non-graduate). The student did not return to school during 2008-09, or earn a diploma or a GED. This student was submitted in 2008-09 Early Leavers as a Code 07 dropout, with a withdrawal date of 09/01/2008.

Also submit as Non-Graduates or No-Shows (depending on grade) in 2008-09 Early Leavers students who completed the 2008-09 school year, but did not return for Fall 2009-10 enrollment by October 1, 2009, as submitted in 2009-10 First Period Cumulative ADM. See Note 1 on page 16.

No-Shows

As noted above for Non-Graduates, there are also two cases of No Shows. 1) When a student completed 2007-08 (in grades 6-11) but enrolled no time in 2008-09 (submit a 9/1/2008 withdrawal date for these). 2) When a student completed 2008-09 (in grades 6-11) but did not enroll in Fall 2009 by 10/1/09, submit the date the student was dropped from the active roll (through 6/30/09). As below, submit dropouts with the grade they failed to return to.

> **Example**: A student who was in membership in ninth grade on the last day of classes in June 2008, but never returned after the summer to attend tenth grade in the 2008-09 school year is a tenth grade no-show dropout. The withdrawal date to submit is 09/01/2008. **Even if this student returns in Fall 2009, the student is a 2008-09 No-Show since they missed the entire 2008-09 school year (this is also true for Non-Graduates, code 07).**

> **Example**: A student who was in membership in tenth grade on the last day of classes in June 2009, but did not return after the summer to attend eleventh grade in Fall 2009-10 by 10/1/2009 is an eleventh grade no-show dropout. The student was dropped from the active roll June 15, 2009 – submit this as the withdrawal date.

Examples of Students Who Are Not Early Leavers and DO NOT Need to be Submitted in the Early Leavers Collection

★ The student transferred to another public school in Oregon that leads to graduation.
★ The student moved, and enrollment in another Oregon public school is verified by contact with the student's new school.
★ The student received a regular high school diploma issued by an Oregon public school district or public charter school (High School Completers code 10 or 12).
★ The student received a modified diploma issued by an Oregon public school district or public charter school (High School Completers code 11).
★ The student is receiving home instruction paid for by the district (but DO submit an Early Leaver record when a student withdraws for home schooling (see page 21)).
★ The student is temporarily absent because of suspension, long-term illness, or family emergency.
★ The student is enrolled in an approved, district-sponsored alternative education program.
★ The student is enrolled in a foreign exchange program.
★ The student is enrolled in an Adult High School Diploma program sponsored by the district.

Withdrawal Reason for Each Student

It is important to note that schools and districts need to keep track of the reason when a student withdraws. While not every type of withdrawal needs to be submitted in 2008-09 Early Leavers, federal regulations for the 2008-09 cohort graduation rate require determining the status of every student in the cohort during the cohort period. If the status is unknown for a student who completed the previous year (2007-08), the student must be submitted as a dropout.

The following are examples of non-dropouts who do not need to be submitted in 2008-09 Early Leavers, but which must be documented by the school or district (see Appendix A, page 34).

1) Transfers out of Oregon public schools within the U.S.
★ The student transferred to another school that leads to graduation in another state or a private school system, and a record request is received.
★ The student moved, and enrollment is verified by contact with the student's new school located in another state or a private school system.

2) Emigration
★ The student moved out of the United States (enrollment status may be unknown).

ODE provided data to districts in August 2009 to begin the process of validating which students are in the 2008-09 graduation cohort and student outcomes. Four-year graduation cohort members (students who were first-time 9th graders in 2005-06) will be assigned a final outcome for the cohort period. This also involves determining which students should be removed from the cohort, including some students not required to be submitted in Early Leavers (such as students who transferred out of Oregon public schools to another degree granting institution). See Appendix A (section on Documenting Students Removed From the 2008-09 Graduation Cohort).

Special Cases

Enrollment at a Community College

A student who is enrolled in a community college, under school district sponsorship, for the purpose of earning a high school diploma, an adult high school diploma, or a GED certificate, is not a dropout and should not be reported as an early leaver. If the student so enrolled withdraws and otherwise meets the definition of a dropout, then the student must be reported as a dropout.

A student who is enrolled in a community college, **without** school district sponsorship, for the purpose of earning a high school diploma, an Adult High School Diploma, or a GED certificate, is a dropout and must be reported. If the school can determine that the student received one of those credentials within the reporting period for that year, the student will not be counted as a dropout (see page 16).

Alternative Program Placement

A student who is placed in an alternative education program, whether operated by the student's resident district, or by another district, or is privately operated, is not an early leaver if the program is district-sponsored, which means resident district funding follows the student and that the district approved the program, approved and recommended the referral of the student to the program, and evaluates the program annually. If the student drops out of that program, the student must be reported as a dropout.

A student who leaves school to study independently in an alternative program (district funding does not follow the student) is a dropout. If the student earns a GED certificate, the student does not need to be submitted as a dropout (see page 16) and should be reported as a GED (code 05).

See Alternative Schools and Programs (pages 25 & 26) on the distinction between Schools and Programs, and on which institution reports students who drop out of alternative programs.

GED & Adult High School Diploma Students

Students who receive a GED certificate or an Adult High School Diploma (AHSD) are not dropouts, but must be submitted as early leavers. Submit Adult High School Diplomas as an Early Leaver Code 04, and GEDs as an Early Leaver Code 05. The Department will verify with the Department of Community Colleges & Workforce Development that the student received the GED or the AHSD. If receipt is verified, the student will not be counted as a dropout. If receipt is not verified, the school will be asked to provide evidence that the student received the GED or AHSD. If evidence is not provided, the student will be counted as a dropout.

Sometimes schools and districts are not aware that a student has earned a GED or AHSD. Before dropout rates are calculated, ODE matches student SSIDs with Early Leaver dropout codes 06, 07, and 08 with GED and Adult High School Diploma files from the Department of Community Colleges and Workforce Development. Matches are recoded to Early Leaver code 04 (for Adult High School Diplomas) and code 05 (for GEDs).

Recapture Programs

Some alternative programs, called "recapture programs," provide GED preparation and high school diploma preparation to students who previously dropped out of school. Students who withdraw from a recapture program without earning a GED certificate or regular diploma must be submitted as dropouts.

Migrant Students

All migrant students enrolled and claimed for State School Funding (ADM) must be reported if they become early leavers. Students who move out of the U.S. and whose enrollment status is unknown do not need to be submitted in 2008-09 Early Leavers, but need to be documented as described on page 34.

Home Instruction and Home Schooling

Home instruction (sometimes called home tutoring) is instruction supervised by the district and provided to students who are temporarily unable to attend school for reasons such as an accident or illness. Students receiving home instruction are not early leavers and do not need to be reported.

Home schooling is instruction provided by a parent or private teacher following withdrawal from school according to ORS 339.035. Students who withdraw for home schooling need to be submitted in the Early Leavers data collection (see page 16). If the student is registered with the ESD (as verified by the ESD), submit the student as an Early Leaver Code 03 non-dropout. If the student is not registered with the ESD, the student needs to be submitted as a dropout.

Students who were sent back to school by the ESD for non-compliance with statute regarding home schooling are dropouts if they do not re-enroll in school. Do not report a student who reaches the age of enrollment for your school while being home schooled.

For graduation cohort calculations, students registered with the ESD for home school in the 2008-09 reporting year who also attended Oregon public schools in 2008-09 should be submitted in 2008-09 Early Leavers (code 03) even if they have been submitted as home schoolers in a previous year as well.

No Change in Status

If you submitted a student as a dropout in a prior year, do not submit that student in following years if that student has not returned to school. The Early Leaver data collection is a report of activity that occurs within a time period, and not a status report. When no subsequent enrollment or withdrawal activity occurs for a student, there is no report to make.

Withdrawal Near End of Year

All early leavers must be reported regardless of when they withdraw, even up to the last day of classes. However, a student who leaves before the end of the year is not an early leaver if the school awards full credit for classes taken that semester. If the student leaves before full credit can be awarded, the student is an early leaver at that point.

Summer School

Students who would be considered code 6 dropouts at the end of the school year must be reported as dropouts even if they enroll in summer school following the end of that school year. However, if they return to school in the fall, they are not dropouts.

Job Corps

Regarding students who join the Job Corps, please contact Early Leavers data owner, Brian Lindsley (503-947-5928 or brian.lindsley@state.or.us) on how the student should be categorized in terms of cohort graduation data.

Students Who Continually Withdraw and Re-enroll

Some students withdraw and re-enroll many times during their high school career. Regardless of how many times this happens within a single school year, student status is determined at the close of classes in June and by whether the student continues in fall membership the following year. If the student is not in membership, the student is an early leaver.

Withdrawal and re-enrollment across school years is treated differently. Oregon's dropout reporting law is based on activity within a single school year. Since this is different from "cohort" tracking of a student over a several year period, a student can become a dropout more than once in a high school career. Each separate school year a student enrolls in creates the possibility of dropping out in that year, regardless of what the student did in earlier years. In contrast, the four-year cohort graduation rate only counts the final event four years after a student first entered high school (see page 33).

Example: A student withdraws in March 2008 and has not returned by October 1, 2008.
That student is a dropout for the 2007-08 school year. The same student returns in November 2008 (is now enrolled in the 2008-09 school year), withdraws again in April 2009 and has not returned by October 1, 2009. The student is a dropout again, for the 2008-09 Early Leavers Data Collection.

Age 21

A district may admit an otherwise eligible person who has not yet attained 21 years of age prior to the beginning of the current school year if the person is shown to be in need of additional education in order to receive a high school diploma. See ORS 339.115.

Students who turn 21 during the school year must be reported as dropouts if they withdraw before the end of the school year without completing diploma requirements or receiving a GED.

Students who finish the school year at age 21 without earning a high school diploma or a GED are not reported as early leavers.

Students who have turned 21 before the start of the school year are not eligible for a free public education and should not be submitted as early leavers.

10-day Withdrawal

Students who are withdrawn after ten consecutive days of absence are not dropouts at that point. If they do not return to school by the end of the school year, they are dropouts. If they return and stay in school, then they are not dropouts and no report needs to be made.

Release From Compulsory Attendance

Students who are age 16 or 17 may be released from compulsory school attendance according to law (ORS 339.030(2)).   Students who are released from compulsory attendance, but otherwise meet the definition of a dropout must be reported by your school as dropouts.

Private School Students

Students who are enrolled in private schools, but who are taking non-core classes in your school for enrichment do not need to be reported in the Early Leaver data collection.

Charter Schools

Charter schools are public schools. A student who transfers to a charter school is treated as a transfer to a public school, and your school is no longer responsible for submitting them in the Early Leavers data collection. If a charter school requests student records from your school, you must send them. A student who drops out of a charter school is to be submitted in the Early Leavers data collection by the charter school. Dropout rates and school report cards are issued for all charter schools.

WHICH SCHOOL MAKES THE REPORT?

The district where a student last attended must submit data in Early Leavers when a student drops out. The Resident District ID submitted in that data is the district that claims State School Fund (ADM) for the student. In districts with more than one middle school or high school, the school the student last attended makes the report. **See Reporting Alternative Programs** (pages 25 & 26) for rules governing students not enrolled in a regular high school.

Every school that offers any of grades 7-12 must submit data in the Early Leavers data collection. Schools must also report if there are no early leavers, using the online status tracking tool. Reports from alternative schools that offer grades 9-12 or the equivalent are accepted only if the school awards a high school diploma as defined in OAR 581-022-1130. Alternative high schools that award diplomas must submit data in both the Early Leavers and the High School Completers data collections.

Transfer of Records

A school **must request** the education record of a student transferring in within 10 days of enrollment (ORS 326.575 (1)). For students who are in substitute care programs, records must be requested within 5 days of enrollment (ORS 326.575 (3)).

A school **may not refuse** to forward the student's records, or delay forwarding the student's education records, when the student owes a fee or fine (ORS 339.260 (5)). If another school refuses to send a student's records, call the Department of Education for assistance.

Sending a student's records to another school without that school having requested those records is not an official records request and does not release your school from the responsibility to report that student as a dropout should that become necessary.

A copy of the record brought to a school by a student or parent does not constitute the transfer of student records. The official copy of the record must be received directly from the sending school.

When a school gets a records request from a residential facility (corrections, substance abuse, mental health, or CSD certified shelter care) the school should send the student's records and submit a withdrawal code 1 in Early Leavers (see page 16).

When records are requested, the requesting school "owns" the records at the moment the request is made, and the reporting responsibility immediately transfers to that school. Once a school has requested a student's records, that school must submit an Early Leavers record if the student drops out. A school does not need to possess the records to have assumed this responsibility.

When a Student Enrolls

Students who fill out enrollment forms at a school, but never attend there, and whose records have not been requested by that school, are not the responsibility of that school to report as an early leaver.

Forecasted Enrollment to Other Schools

A student who completes middle school, and forecasts to attend high school, but does not show up, is considered to be a dropout from the middle school, unless a request for records has been received by the middle school. See page 16 for withdrawals that do not count as dropouts.

A student who completes 8th grade and is expected to attend 9th grade at a forecasted high school, but does not show up to attend the 9th grade, is a No Show (Early Leaver Code 08). Unless the middle school received a request for records, the middle school is accountable for a No Show to grade 9.

Inter-district Attendance Agreement

A school educating a non-resident student under an inter-district attendance agreement described in ORS 339.133 is responsible for reporting if the student drops out and does not re-enroll in their home district or elsewhere. If the agreement is revoked, by either district, the district who last enrolled the student is responsible for reporting the student until a new enrollment occurs at either the home district or elsewhere. Revoking an inter-district agreement does not automatically shift the reporting responsibility. Also, the attending district remains responsible if it expels or refuses to educate the student until the records are requested by another institution.

Alternative Schools and Programs

For purposes of early leaver reporting, there is a difference between alternative programs and alternative schools. An **alternative SCHOOL** is one that is registered with the Department as an alternative school and awards a high school diploma that meets the requirements of OAR 581-022-1130. Each alternative school must file an early leaver report every year. Dropout rates, school and district report cards, and AYP reports are produced for alternative schools.

Students who transfer to an alternative school are the reporting responsibility of that school, not the regular school they came from.

An **alternative PROGRAM** is one that is registered with the Department, and can award credits, but does not award a high school diploma.

When a high school places a student in an alternative program, and the district's money follows the student, the high school retains reporting responsibility when that student drops out.

A school that operates an alternative program which draws students from any other school is responsible for reporting only its own students who drop out of the program. Students who come to an alternative program from other schools are reported by the schools that sent them.

Submitting Alternative Programs in the Early Leavers Data Collection

For the September 2008 document on the policy change regarding 2008-09 data on public alternative education program students, please go to:
https://district.ode.state.or.us/apps/info/docs/08-09_Reporting_Programs_Final_09292008v13.doc

In that document, Early Leavers (as well as High School Completers) is addressed in the category for "Reporting Period Collections." For these collections, students dually enrolled in a program and a public school should be reported based on their place of enrollment during the data collection "Reporting Period" where they spent 50% or more of their time. Also note:

o   ESD Institution ID numbers will only be allowed in the Attending District and Attending School fields, not in the Resident District or Resident School fields.
o   Accountability reports using Early Leavers and High School Completers data (2007-08 data forward) will be based on Resident institution, not Attending institution. Public Program Institution ID numbers will not be allowed in the Resident District/Resident School fields
o   LTCT, EI/ECSE, JDEP, YCEP, ACEP, Hospital, and Community College program IDs will still be allowed in the Attending District and Attending School fields.

If a district submits a student with a district institution ID as the resident school, the student will be attributed to the student's most recent high school in the district. If the student's most recent resident school was in another district or the student was never enrolled in a high school in the current district, the student will be attributed to the current district only.

Since the 2004-05 School Year, ODE has been using four fields to track Institution ID – Resident District and School, and Attending District and School. Please make sure the Institution IDs are accurate in these fields for each student you report. See page 3-4 of the above policy document for how to submit data on programs in the Resident and Attending fields.

RESIDENT DISTRICT ID   The district responsible for the education of the student. The resident district receives State School Fund (ADM) dollars. This is *usually* the district where the student lived, unless, for example, there is an inter-district agreement, in which case, resident district will be where the student attended.

RESIDENT SCHOOL ID   The school in the resident district responsible for the education of the student (and where applicable, the school that referred the student to the alternative program). The student usually lives within the boundaries of the resident school.

ATTENDING DISTRICT ID   For most students, this is the district that runs the school or program the student attended.

ATTENDING SCHOOL ID   The school that the student actually attended, i.e., the institution that provided instruction to the student.

Dropout Reports

Early Leaver data is reported in 8 tables, known as Dropout Tables A1-A8. In addition, starting with 2007-08, detailed High School Completers data is included in Table A9 (for previous years it is posted at http://www.ode.state.or.us/search/page/?id=878). Dropout data for 1997-98 through 2007-08 is available at the following webpage:

http://www.ode.state.or.us/search/page/?id=1

Scroll down to Dropout Data, select a year, open the Excel spreadsheet, and choose from 8 different tabs.

2007-08 Dropout Tables **A1, A2, A3, A4, A6, and A8** have the following sections:

   Statewide Totals
   Schools
   Districts
   Counties

Dropout Tables A5 and A7 have statewide totals as outlined below.

Dropout Table	Information Included in the 2007-08 Table
A1	Number of grade 9-12 early leavers, both non-dropouts and dropouts; Dropout Rates provided for schools, districts, counties, and statewide; 1-year Dropout Rates for the two most recent years; Fall Membership for regular schools, districts, and counties; net enrollment for charter schools and alternative schools
A2	For grades 9-12, number of dropouts by gender, race/ethnicity, and grade; data provided for schools, districts, counties, and statewide
A3	For grades 9-12, number of dropouts by time enrolled in district, circumstance upon withdrawal, and rescinded students; data is provided for schools, districts, counties, and statewide
A4	For grades 9-12, number of dropouts by factors influencing the decision to drop out; factors are divided into student factors, family factors, school factors, and work factors; data is provided for schools, districts, counties, and statewide
A5	For grades 9-12, contains 18 factors influencing the decision to drop out by the following demographic categories: gender, race/ethnicity, and grade; factors are divided into student factors, family factors, school factors, and work factors
A6	Number of grade 7 & 8 early leavers, both non-dropouts and dropouts; 1-year Dropout Rates provided for schools, districts, counties, and statewide; Fall Membership for regular schools, districts, and counties; net enrollment for charter schools and alternative schools
A7	Historical statewide dropout rates for grades 9-12 for the past 13 years by race/ethnicity; for the past 3 years by gender, grade, economically disadvantaged, Limited English Proficient, Special Education, and Talented & Gifted
A8	For grades 9-12, the number of graduates who received a regular diploma, the number of dropouts, and the NCES Graduation Rate for schools, districts, counties, and statewide

Starting with data on the 2007-08 school year, Early Leavers and High School Completers were reported by the Oregon Department of Education by resident institution. Prior to 2007-08, they were reported by attending institution. See http://www.ode.state.or.us/search/page/?id=1 for the information included in Dropout Tables prior to 2007-08 as well.

For 2007-08 data, two reports are available under "Dropout Data" at http://www.ode.state.or.us/search/page/?id=1
1. The report labeled "2007-2008 Details (A1 to A9)" includes the information described in the above table.
2. The report labeled simply "2007-2008" is a new format containing data on graduates and dropouts. The "tab and column descriptions" and "subgroup definitions" tabs in that Excel file identify the included information.

Frequently Asked Questions Regarding Early Leavers

1.   What is the difference between withdrawal code 07 and code 08 dropouts?

The only difference is in grade. Code 07 dropouts finished grade 12 in the 2007-08 school year, but did not graduate (they should have been submitted as a code 13 (no diploma) in the 2007-08 High School Completers data collection). Code 08 dropouts finished grades 6-11 in 2007-08 school year. Both code 07 and code 08 dropouts showed up no time in the 2008-09 school year.

Both code 07 and code 08 dropouts were expected to return for the 2008-09 year to continue their work toward earning a diploma. If they don't return during the 2008-09 school year, they are coded as dropouts.

For the purpose of calculating cohort graduation rates, also submit as code 7 or code 8 in 2008-09 Early Leavers students who completed the 2008-09 school year, but who were not enrolled at all in Fall 2009-10 (by 10/1/09 as submitted in 2009-10 First Period Cumulative ADM). This is the case even if a student attends school in the summer of 2009 but does not return for Fall 2009-10. See page 16.

2.   For the 2008-09 Early Leavers data collection, what is the "Withdrawal Date" for dropout codes 07 (non-graduate no shows) and 08 (no shows)?

For code 06 submit the date the student dropped from the active roll. For code 07 and 08 when the student completed 2007-08 but enrolled no time in 2008-09, use 9/1/2008. For code 07 and 08 when the student completed 2008-09 but did not return in Fall 2009 by 10/1/09, submit the date the student was dropped from the active roll (through 6/30/09).

Example: A 12th grade student finished four years of high school in June of 2008, but did not receive a diploma, and did not return to school during the entire 2008-09 school year. (No records were requested, and the student did not earn a GED.) This student would be submitted in the 2008-09 Early Leavers data collection as a code 07, with a withdrawal date of September 1, 2008.

Example: A 10th grade student finished the 2008-09 school year, but was removed from the active roll 6/10/09 and did not return to school by October 1, 2009. (No records were requested, and the student did not earn a GED.) This student would be submitted in the 2008-09 Early Leavers data collection as a code 08, with a withdrawal date of June 10, 2009.

3.   Do I have to submit a student who was a dropout at my school during 2008- 09 if I go out on the SSID system and find the student is now enrolled in another school?

Answer: For School Year Withdrawals (Early Leaver code 06) during 2008-09:

 a. Call the school and verify that the student was enrolled as of October 1, 2009. If the student was, then you do not have to submit them as a dropout.
    NOTE: If he wasn't enrolled on October 1, 2009, you have to submit him as a dropout.

 b. If you find a prior student in another school, make sure that his new school knows that they must request records for the student within the time frame provided by Oregon law (see page 24).

Answer: For No Shows (Early Leaver code 07 or 08) during 2008-09:

 a. No Shows finished the 2007-08 school year, but did not come back to school during the 2008-09 school year (did not receive a diploma or GED, and no request for records was received – see page 16). Call the school to verify that the student was enrolled sometime during the 2008-09 school year. If the student was, then you do not have to submit them as a dropout. NOTE: If the student wasn't enrolled during the 2008-09 school year, you must submit them as a dropout.

 b. If you find a prior student in another school, make sure that his new school knows that they must request records for the student within the time frame provided by Oregon law (see page 24).

4.   How do I verify that ODE has received my Early Leavers data?
Go to Record Management/Production Download. Do a production download of your file. What you see on a production download is what ODE has in the Early Leaver database for your school.
Please be sure to save the production download file as one of your own files. This is your receipt for having submitted your data. Once your data is accurate and complete, use the Status Tracking webpage to click on the verification button. Also, if your school or district had no Early Leavers during the reporting year, use this verification button to verify this to ODE.

5.   When I report a student as having received a GED (Early Leaver code 05), or an Adult High School Diploma (code 04), will you be verifying that information again?
Answer: As of 2007-08, ODE arranged to verify all GED and Adult High School Diploma information provided by schools and districts. Also, as we have done in the past, we will be matching the SSIDs of all dropouts with the comprehensive files from the Department of Community Colleges & Workforce Development for verifying both GED and Adult High School Diploma information. Matches will be recoded, and any students already counted as GED or AHSD for a previous year are not duplicated in the current year's publication

APPENDIX A
HOW TO CALCULATE DROPOUT RATES
& GRADUATION RATES

Early Leavers
Checks, Matches, & Recodes

Once the Early Leavers data collection is closed, ODE does not go back and take out a dropout from a previous year. Each year stands alone, showing the status of where the student was at that point in time. Please pay close attention to dates.

For 2008-09 dropout data, ODE plans to check 2008-09 ADM enrollment for the students submitted as a 2008-09 no show (code 7 and 8). If the withdrawal date submitted for the no show is 9/1/2008 but the student had ADM enrollment in 2008-09, ODE will work with districts to correct the Early Leaver record as needed. If the student dropped out part way through 2008-09 in the same district or another district, the student should be submitted as a code 6 dropout for the last resident school.

After the data has been submitted in the Early Leavers data collection and the data collection is closed, ODE does a series of matches and recodes on the database *before* NCES dropout rates are calculated. For example:

- SSIDs with dropout codes 6, 7, or 8 are matched with GED and Adult High School Diploma (AHSD) files from the Department of Community Colleges and Workforce Development. Matches are recoded to early leaver code 4 (for AHSDs) and code 5 (for GEDs), and any students already counted as GED or AHSD for a previous year are not duplicated in the current year's publication.

- Regarding Early Leaver <u>dropout code 06</u>, school year withdrawals:
  If a student dropped out during the 2008-09 school year, but then returned to school and was enrolled in a school or a program on October 1, 2009 (of the 2009-10 school year), the student is not counted as a dropout for the 2008-09 school year. The dropout record is deleted (end-dated). All SSIDs with dropout code 06 are matched with October 1, 2009 Membership for all Oregon schools and programs.
  <u>NOTE: This does not apply to dropout codes 07 and 08</u>.

- Even though many students drop out more than once in a school year, we only count one dropout occurrence per student for each year: the last event of the school year. If duplicate SSIDs are reported as dropouts for the same year (for the same school or different schools), we count the most recent record and delete (end-date) the older record.

- If a student drops out in a school year, and then later is submitted in the High School Completers collection as a regular diploma recipient for the same school year, the dropout record is deleted (end-dated) in the Early Leavers data collection for that year.

HOW TO CALCULATE DROPOUT RATES

One-Year Dropout Rate Formula

Dropout data is collected in the Early Leavers Data Collection each year. Grades 9-12 dropout rates are calculated for schools, districts, and counties. (See Dropout Tables A1-A5 and A7.) In addition, rates are calculated for grades 7 and 8. (See Dropout Table A6.)

Disaggregated statewide dropout rates are calculated by grade, gender, race/ethnicity, special education, LEP, economic disadvantage, and TAG. (See Dropout Table A7.)

The one-year statewide dropout rate calculation is made by dividing the number of dropouts (for grades 9-12) by the number of students reported on the October 1 Membership (Enrollment) Data Collection for grades 9-12. The decimal that results from this calculation is multiplied by 100 to get the dropout rate.

NCES Oregon Statewide Dropout Rate Calculation

For a given school year:

Number of Dropouts for Grades 9-12

October 1 Enrollment for Grades 9-12

October 1 Enrollment is the head count of students in membership (enrolled) as of October 1. This head count includes:
- 5th-year seniors (shown as 12th graders)
- Students placed in an alternative program, regardless of where the student attends.

For more information, or to view dropout rates for the past 10 years, access the following webpage:

http://www.ode.state.or.us/search/page/?id=1

HOW TO CALCULATE GRADUATION RATES

A. CURRENT GRADUATION RATE CALCULATION

National Center for Education Statistics (NCES) Graduation Rate

The NCES Graduation Rate was adopted by the Oregon Department of Education and approved by the U.S. Department of Education for use in calculating the graduation rate used in determining Adequate Yearly Progress (AYP) under the No Child Left Behind Act. It is expected that the 2007-08 NCES graduation rate used in 2009 AYP will be the last NCES graduation rate used in AYP reporting – see section B below. The actual calculation is made by dividing the number of graduates in the school year by the number of students who dropped out from all grades in that year plus the number of graduates.

Oregon Graduation Rate Formula

For a given school year:

<u>Number of Regular Diplomas (CIM and Non-CIM)</u>

[Number of Regular Diplomas (CIM and Non-CIM)] + [Number of Dropouts in Grades 9, 10, 11, and 12*]

The decimal that results from this calculation is then multiplied by 100 to get the graduation rate.

*This is a one year approximation of 4 years of dropouts for one class, beginning in grade 9 and ending in grade 12. ODE will publish this rate for the 2008-09 school year in spring 2010. In addition, ODE is planning to begin publishing cohort graduation rates starting with the 2008-09 cohort graduation rate in spring 2010 for use in 2010 AYP and Report Card.

To view graduation rates for the state, districts, counties, and schools, open dropout table A8 for a given year at the following link: http://www.ode.state.or.us/search/page/?id=1

Under "Dropout Data," select an Excel file for a given year. Each Excel file has a tab named "A8" which contains graduations rates.

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B. GRADUATION RATE CALCULATION BEGINNING IN 2010

In Fall 2009, ODE is planning to submit a proposal to the US Department of Education to begin using the No Child Left Behind (NCLB) Cohort Graduation Rate for use in AYP and Report Card in 2010. This will be based on the 2008-09 cohort (i.e. students who first entered high school in 2005-06).

In June 2009, ODE also produced a No Child Left Behind (Informational) Cohort Graduation Rate based on the 2007-08 cohort (i.e. students who first entered high school in 2004-05). The Informational Cohort Graduation Rate for 2007-08 will not be used in accountability calculations and was provided to districts for information purposes only.

Some information on the cohort rate is posted at: http://www.ode.state.or.us/search/page/?id=2644

The formula for the No Child Left Behind (NCLB) Cohort Graduation Rate is:

No Child Left Behind (NCLB) Four-Year Adjusted Cohort Graduation Rate Formula

For a given school year:

<u>On-Time Graduates in Year X</u>

[First-Time Entering 9th Graders in Year X minus 4] + [Transfers IN minus Transfers OUT]

The decimal that results from this calculation is then multiplied by 100 to get the graduation rate.

Example. The NCLB four-year adjusted cohort rate for students entering ninth grade for the first time in 2005-06 would be calculated as follows:

Numerator = Number of cohort members who graduate in four years with a regular high school diploma
Denominator = Number of first-time ninth graders in fall 2005 (starting cohort), plus students who transfer into, minus students who are removed from, the cohort during school years 2005-06, 2006-07, 2007-08, and 2008-09

Documenting Students Removed From the 2008-09 Graduation Cohort

November 2008 Federal Regulations state documentation requirements for removing students from a cohort in order to accurately calculate cohort graduation rates. Federal presentations and non-regulatory guidance provided the examples below.

There are three categories of students that can be removed from a cohort. To remove a student from a cohort, federal regulations require that a school or district confirm in writing that the student:

- **Transferred out,**
- **Emigrated to another country, or**
- **Is deceased** [§200.19(b)(1)(ii)(B)].

Documenting Transfers Out

To confirm that a student transferred out, the school or district must have official written documentation that the student enrolled in another school or educational program that culminates in the award of a regular high school diploma [§200.19(b)(1)(ii)(B)(1)].

Examples of Official Written Documentation
- Evidence of a transfer that is recorded in a state's data system (typically for a student who moves to another public school within the State).
- Request for records from the receiving (public or private) high school in Oregon or other state.
- A letter from an official in the receiving high school acknowledging the student's enrollment.
- An approved application for home schooling (in Oregon the student must be registered with the ESD).
- With respect to students withdrawing from Oregon public schools to home school in another state, official written documentation may include, for example, a letter of withdrawal or other written confirmation from the parent or guardian.

Official documentation of a transfer must be in writing rather than a telephone conversation or other verbal communication with a parent, relative, or neighbor.

Written Confirmation for Students Who Emigrate or Pass Away

- A school or LEA must confirm in writing that a student has emigrated to another country or passed away, but need not obtain official documentation.
- Written confirmation that a student has emigrated to another country might include a school administrator's memo to the student's file based on a phone conversation with a parent, stating that the student is leaving the country.
- Written confirmation that a student has passed away might include an obituary or a letter from a parent.

Note on students who emigrate. If a parent, for example, informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file. The regulations do not require written documentation to be "official" for a student who emigrates to another country because the US Department of Education recognizes that it may be difficult, if not impossible, to obtain transcripts or other official documentation from another country confirming that the student is enrolled in school.

On Submitting Data in Early Leavers and High School Completers
While districts need to maintain documentation on all students who transfer out, emigrate, or are deceased, within those categories only the following students are required to be submitted in Early Leavers or High School Completers:
- Students who are deceased (Early Leavers Code 02)
- Students who withdraw to homeschool and register with an Oregon ESD (Early Leavers Code 03)
- Students who receive an honorary diploma and then leave the U.S. (High School Completers Code 14)

In order to calculate the 2008-09 cohort graduation rate, ODE is working with districts to identify the cohort membership and outcome of each student, as outlined on page 19 of the Manual.

CROSSWALK
Early Leaver/High School Completer Codes, Cumulative ADM, and Cohort Graduation Rate

Students in the 2008-09 graduation cohort (defined on Manual pages 33-34) who have one of the following Early Leaver or High School Completer codes as their final withdrawal event in the four-year period will be included in the cohort grad rate calculation as shown in the corresponding column to the right. Note in some cases multiple Cumulative ADM codes apply.

Code	Current Description	New Cumulative ADM Code	Cohort Category	Impact on Graduation Rate
01	Withdrawn to a program (student was withdrawn to participate in a juvenile detention facility, or in a mental health, substance abuse, or a shelter care program)	3C – Removed for reasons other than health	Non-Graduate	Reduce
02	The student is deceased.	6A – Died or Permanently Incapacitated	Transfer Out	Neither Reduce nor Increase
03	Home school students registered with an ESD.	2B – Enrolled in Non-Public School or Setting	Transfer Out	Neither Reduce nor Increase
04	Student received an adult high school diploma from a community college	4A – Students receiving an adult high school diploma will have a diploma type of '3'	Non-Graduate	Reduce
05	The student received a GED certificate.	4E – Received High School Diploma Equivalency Certificate	Non-Graduate	Reduce
06	School year withdrawal (student is withdrawn and no records request was received)	3A – Withdrew for Personal or Academic Reasons (If withdrawal reason unknown, use 3E)	Dropout	Reduce
07	Non-graduate (finished the school year as a 12th grader, then withdrew and did not receive a diploma or withdraw for the reasons stated in Note 3 on Manual page 16.	3E – Not Enrolled – Status Unknown (If withdrawal reason known, use 3A)	Dropout	Reduce

08	No Show (finished the school year in grade 6-11, then withdrew and did not receive a diploma or withdraw for the reasons stated in Note 3 on Manual page 16.	3E – Not Enrolled – Status Unknown (If withdrawal reason known, use 3A)	Dropout	Reduce
09	Rescind (student was a dropout in a prior year, returned to school in the current year, and did not drop out again)	No code in new collection	No category	N/A (if grad within standard number of years)
10

12 | Regular High School Diploma without CIM

Regular High School Diploma with CIM | 4A – Completed Diploma Track Program and met requirements for a High School Diploma (With a diploma type code of 1) | Graduate | Increase |
11	Modified Diploma	4A – Completed Diploma Track Program and met requirements for a High School Diploma (With a diploma type code of 2)	Non-Graduate	Reduce
13	Alternative Credential or No Diploma	4C – Completed Non Diploma Program Track and Received Certificate (or 4B or 3E as appropriate)	Non-Graduate	Reduce
14	Honorary Diploma (foreign exchange students)	4C – Completed Non Diploma Track Program and Received Certificate	Non graduate (if student is not leaving the U.S.). Note, the student would be a Transfer Out if they leave Oregon public schools for another school that issues a diploma (2C)	Reduce
14	Honorary Diploma (foreign exchange students)	2C – Enrolled in Another State or Country	Transfer Out – (if student emigrates to another country). Note, official documentation required only for US enrollment, not for another country.	Neither Reduce nor Increase

APPENDIX B
RULES CITED
OREGON ADMINISTRATIVE RULES
INDEX

The Oregon Administrative Rules for the Department of Education are available online at:

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_581/581_tofc.html

Linked from that page are Divisions 21, 22, and 23, which are particularly relevant for Graduates and Dropouts reporting, as outlined below:

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_581/581_021.html (Division 21)

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_581/581_022.html (Division 22)

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_581/581_023.html (Division 23)

Title	OAR
Adult High School Programs	589-007-0600
Alternative Education Programs	581-022-1350
Alternative Program/School, Registration of Private	581-021-0072
Alternative Program/School Procedure: Denial, Suspension, or Revocation of Registration of Private	581-021-0073
Definitions (Division 22 Standards for Public Elementary and Secondary Schools)	581-022-0102
Diploma Requirements	581-022-1130
Exceptions to Prior Consent	581-021-0340
Required Instructional Time	581-022-1620
Student Accounting Records and State Reporting	581-023-0006

OAR 589-007-0600 on Adult High School Programs is part of the Administrative Rules for the Oregon Department of Community Colleges and Workforce Development:

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_589/589_007.html

APPENDIX C
STATUTES CITED
OREGON REVISED STATUTES
INDEX

All online text of Oregon law is linked from http://www.leg.state.or.us/bills_laws/

On that page under Laws, the link to Oregon Revised Statutes (ORS) (full text of the 2007 edition) can be used to view any ORS chapter referenced in this Manual. The table below of cited laws draws from five ORS Chapters (326, 329, 335, 339, and 343) available at:

http://www.leg.state.or.us/ors/326.html (ORS 326)
http://www.leg.state.or.us/ors/329.html (ORS 329)
http://www.leg.state.or.us/ors/335.html (ORS 335)
http://www.leg.state.or.us/ors/339.html (ORS 339)
http://www.leg.state.or.us/ors/343.html (ORS 343)

The Office of Legislative Counsel began codifying the 2009 Oregon Revised Statutes as soon as session ended on June 29, 2009. The drafting will not completed until early 2010. In the meantime, there is a way to find out whether an ORS section has been changed.

To see whether an ORS section has been affected by any measures during the 2009 session, you can review the Amend/Repeal table. Find it online at www.leg.state.or.us > Bills/Laws > 2009 regular session > Statutes affected by 2009 measures. The table is organized by Oregon Revised Statute section number, showing ORS sections that would be amended, repealed, or added to upon passage of measures, approved initiative petitions, and overturned vetoes. The explanation at the beginning of the table provides the key to reading the table.

Full text of legislation passed in 2009 is also available from http://www.leg.state.or.us/bills_laws/ (go to --- and view the enrolled version of the bill). A relevant 2009 update to regular diploma requirements is outlined on page 8 of the Manual.

Title	ORS
Admission of students; waiver; denial	339.115
American Sign Language; proficiency; curricula; development; teachers	329.489
Assessment, Nationally Normed; contract; waiver	329.488
Assessment System, Statewide	329.485
Assessment of costs of school property damage against responsible student or parents or guardian; notice; action to recover	339.270

Title	ORS
Certificate of Advanced Mastery	329.475
Certificate of Initial Mastery	329.465
Certificate of Initial Mastery, Submission of Materials	329.467
Child with disability continues to be entitled to free appropriate public education if removed for disciplinary reasons; due process procedures	339.252
Definitions for ORS 339.505 to 339.520; rules; diploma types, etc.	339-505 to 339-520
Diploma; certificates; career endorsements; subject area endorsements	329.447
Diplomas, High School; modified diploma; grade level advancement	329.451
Duty of student to comply with rules; discipline, suspension, expulsion, removal and counseling; written information on alternative programs required	339.250
Duty to send children to school	339-020
Electronic student records; rules; standards; participation by educational institutions	326.580
Exemptions from compulsory school attendance; rules	339-030
Individualized education program; contents; procedures; review; revision; rules; etc.	343.151
Information required on certain students who withdraw from school	339.520
Oregon Studies; academic content standards	329.492
Records when student transfers or is placed elsewhere; notice to parents; amendments to records; rules	326.575
Report on high school graduates by race and ethnic characteristics	335.105
Residency of child with disability	339.134
Residency of student at youth care center	339.137
Residency of student for school purposes; how determined; transportation of student	339.133
Rules of student conduct, discipline and rights; duties of State Board and School District Boards	339.240
School attendance required; age limits	339.010
Standards for student records; rules	326.565
Student accounting system; goals	339.510

Title	ORS
Student grading policies; consideration of attendance allowed; policy content	339.280
Suspension of student driving privileges; policy content	339.254
Teaching by private teacher, parent, or guardian; notice; examination; rules; effect of low or declining score	339.035
Uniform reporting system; training and technical assistance in using the system	339.515
Withholding records until debt paid; liability of parents; waiver; notice inspection	339.260