

STATE OF ALABAMA DEPARTMENT OF EDUCATION



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Eric G. Mackey, Ed.D. Secretary and Executive Officer September 17, 2020

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey

State Superintendent of Education

RE: Accessing the 2020 Four-Year Graduation Rate and Dropout Report Applications

Viewing and certifying these data to document student information in the Cohort and Dropout Applications for the 2019-2020 school year will begin **September 24, 2020,** at 8 a.m.

Also, see the table below for detailed information on the Four-Year Graduation Rate, the Dropout Report, and the collection window close dates.

As a reminder, all updates are completed in INOW and are viewable 24- to 48-hours later in the cohort application under Four-Year Cohort or Dropout Tiles. Attached are screen shots of the Four-Year Cohort process and the roles that the system and school must have to view and access the Cohort and Dropout data. A central office staff member who is assigned the role as the key program contact for Cohort and Dropout in the Education Directory (Ed Dir) must certify the Four-Year Cohort and Dropout applications by Monday, November 16, 2020.

Data Points	Access	Certification	Certification
		Window Open	Window Close
		Dates	Dates
Four-Year Graduation Rate	2020 Cohort	September 24, 2020	November 13, 2020
Four-Year Certification	2020 LEA	September 24, 2020	November 16, 2020
	Central Office		
Dropout Report (2019-2020)	Grades 7-12	September 24, 2020	November 13, 2020
Dropout Certification	2020 LEA	September 24, 2020	November 16, 2020
	Central Office		

If you have any questions, please contact your regional graduation rate contact in the Prevention and Support Services Section at 334-694-4717.

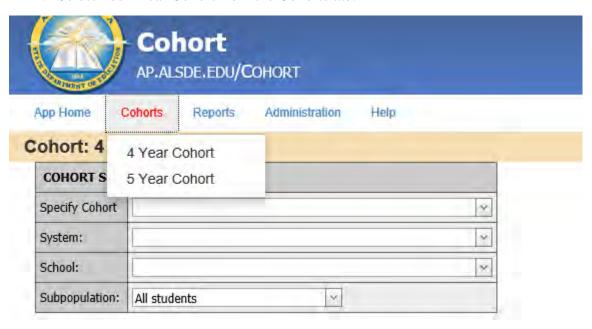
EGM/ML/TD

Attachments

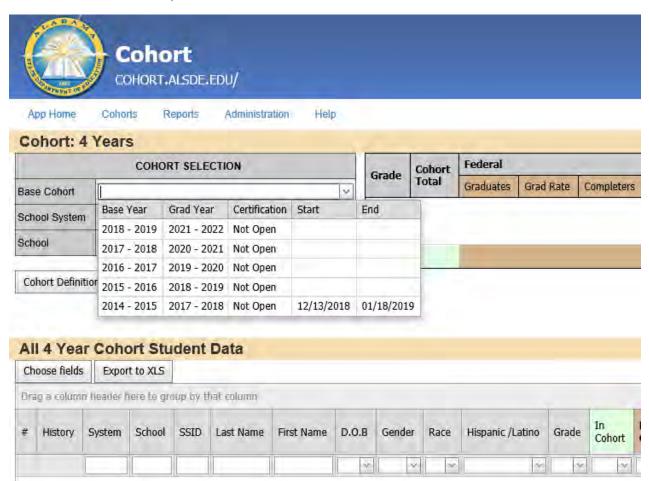
FY20-2143

To review the Four-Year Cohort

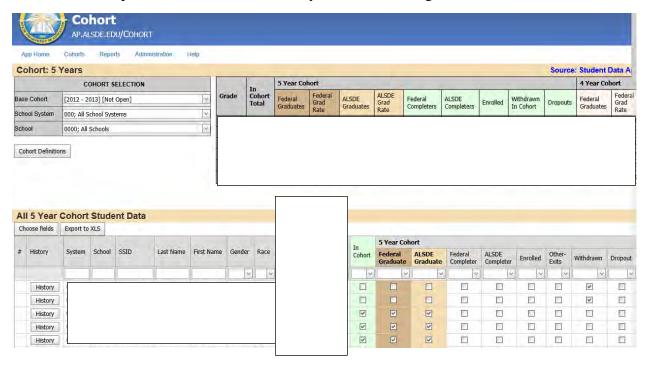
1. Select Four-Year Cohort from the Cohorts tab.



2. Select 2016-2017; 2019-2020.

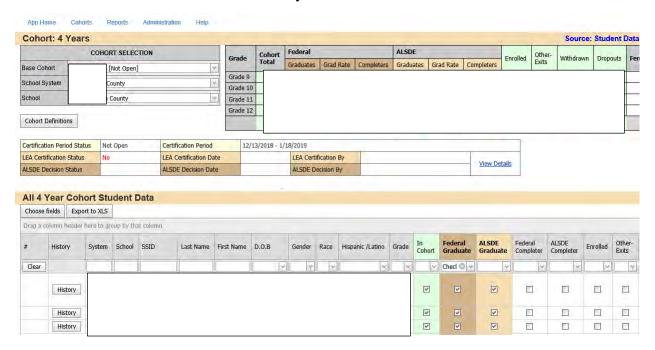


3. Review update statuses for students in your cohort. Changes must be made in INOW.



Certifying the System's Data – Done by Central Office Personnel

1. Select the LEA for the School and System in the Cohort Selection box.



2. Certify the data by November 16, 2020.

Cohort

Position	Description	Accessibility	
		System	School
Cohort Viewer (Program Key	View Cohort data at the system and school	X	X
Contacts)	levels		
Cohort Viewer (School)	View Cohort data for a specific school		X
Cohort Certifier (Program Key	View and certify system-level Cohort data	X	
Contacts)			

Dropout

Position	Description	Accessibility	
		System	School
Dropout Viewer (Program Key	View Dropout data at the system and	X	X
Contacts)	school levels		
Dropout Viewer (Program Key	View Dropout data for a specific school		X
Contacts)			
Dropout Certifier (Program	View and certify system-level Dropout	X	
Key Contacts)	data		