



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

September 17, 2020

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
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 Window Open Dates	Certification Window Close Dates
Four-Year Graduation Rate	2020 Cohort	September 24, 2020	November 13, 2020
Four-Year Certification	2020 LEA Central Office	September 24, 2020	November 16, 2020
Dropout Report (2019-2020)	Grades 7-12	September 24, 2020	November 13, 2020
Dropout Certification	2020 LEA Central Office	September 24, 2020	November 16, 2020

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

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

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

App Home Cohorts Reports Administration Help

Cohort: 4 Years Source: Student Data

COHORT SELECTION		Grade	Cohort Total	Federal			ALSDE			Enrolled	Other-Exits	Withdrawn	Dropouts	Fen
Base Cohort	[Not Open]	Grade 9		Graduates	Grad Rate	Completers	Graduates	Grad Rate	Completers					
School System	County	Grade 10												
School	County	Grade 11												
		Grade 12												

Cohort Definitions

Certification Period Status	Not Open	Certification Period	12/13/2018 - 1/18/2019	
LEA Certification Status	No	LEA Certification Date		LEA Certification By
ALSDE Decision Status		ALSDE Decision Date		ALSDE Decision By

[View Details](#)

All 4 Year Cohort Student Data

Choose fields [Export to XLS](#)

Drag a column header here to group by that column

#	History	System	School	SSID	Last Name	First Name	D.O.B	Gender	Race	Hispanic /Latino	Grade	In Cohort	Federal Graduate	ALSDE Graduate	Federal Completer	ALSDE Completer	Enrolled	Other-Exits
	Clear												Ched					
	History											<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	History											<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	History											<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Certify the data by November 16, 2020.

Cohort

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

Dropout

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