

Adjusted Cohort Graduation Rate Verification Training



Policy Review and
QuickBase Application Training
May 2016

Agenda

- A. ACGR Overview
- B. Verification Timeline
- C. OSSE Adjusted Cohort Graduation and Outcome Verification Tool
- D. Resources
- E. Questions



ACGR Overview

History of ACGR

- The Adjusted Cohort Graduation Rate is an initiative of the Department of Education which began in the 2010-11 school year as an effort to capture graduation outcomes for all high school students in the U.S.
- All students attending a degree-granting public or public charter school in the U.S. is assigned to a single ninth grade cohort year.
- DC public and public charter schools are responsible for tracking the educational trajectories and outcomes of ALL students who ever enroll in a DC public or public charter school at any point during their high school career.

Calculation of ACGR

Number of Students in ninth grade Cohort who Graduated as of August of [Year + 4] with a Regular Diploma

Number of First Time Ninth Grade Student in [Year] + Entries in – Exits out – Emigrants – Students who passed away

- Exit from a ninth grade cohort will be granted only for students who:
 - Exited the state and enrolled in a diploma-granting public, private or online high school in another state; exited the DC public school system to be home-schooled in another state (exit code 1940)
 - Exited the DC public school system to attend a school outside the United States (exit code 1941)
 - Exited the DC public school system to be home-schooled in DC (exit code 1942)
 - Exited the DC public school system to attend a diploma-granting private school in DC (exit code 1943)
 - Died or is permanently incapacitated (exit code 1944)
- Documentation for each type of exit is required to be provided to OSSE through the OSSE Adjusted Cohort Graduation and Outcome Verification Tool during the verification timeframe.

Accepted Forms of Documentation

Cohort Exits

| Exit Reason | Documentation Required |
|--|---|
| Transferred to home-schooling in another state | 1. Letter or form with parent signature. Note: e-mail correspondence with a parent is not sufficient; a parent signature must be obtained. |
| Transferred to home-schooling in the same state | 1. OSSE Certified Home-Schooling List, Notice of Intent to Home School (filed with OSSE) |
| Enrolled in a high-school-diploma granting institution in another state (public or private) OR Enrolled in a high-school-diploma-granting private school in the same state | <ol style="list-style-type: none"> OSSE Enrollment Verification Form. LEA Enrollment Verification Form confirming enrollment (Stage 5) at receiving school. E-mail correspondence from official school e-mail accounts of the receiving school verifying student enrollment or graduation in writing (must contain student first name, last name and date of birth as well as contact information of the school registrar or official). Request for records from the receiving school on official letterhead or from an official school e-mail account indicating student <i>enrollment</i>. Transcript from the receiving school. |
| Moved to a foreign country | 1. Letter or form with parent signature. Note: e-mail correspondence with a parent is not sufficient; a parent signature must be obtained. |
| Died or is permanently incapacitated | <ol style="list-style-type: none"> Letter from Doctor, Death Certificate, OSSE Death Verification Form. Note: any written documentation that is not a letter from a doctor or death certificate must be accompanied by an OSSE Death Verification Form |
| Is listed as missing on Missing Child Clearinghouse | Missing Child Clearinghouse |



Verification Timeline

Verification Timeline

- **May 9 – Aug. 1 (12 weeks):** LEAs review and provide necessary documentation for responsible LEA/school, cohort year and current outcome for students in C2012-13, C2013-14, C2014-15, C2015-16.
- **Aug. 1 – Aug. 12 (two weeks):** OSSE final review of LEA documentation
- **Aug. 15 – Aug. 26 (two weeks):** Final opportunity for LEA to respond to documentation not accepted by OSSE
- **Aug. 26:** last date OSSE will accept documentation for first ninth grade year assignment for ALL COHORTS; last date OSSE will accept documentation for C2012-13 responsible LEA/school and outcome

Verification Timeline

- **Sept. 6:** DCPS and PCSB provide list of June and August graduates to OSSE **please note that the LEA deadline for submitting graduates to the central office is earlier than this date*
- As soon as OSSE receives Certified Graduates Lists from DCPS and PCSB, student outcomes will be updated in the application accordingly
- **Sept. 12 – 23 (two weeks):** LEA final review of C2012-13 and four-year ACGR calculation; review of five-year ACGR calculation
- **October:** OSSE Release of ACGR

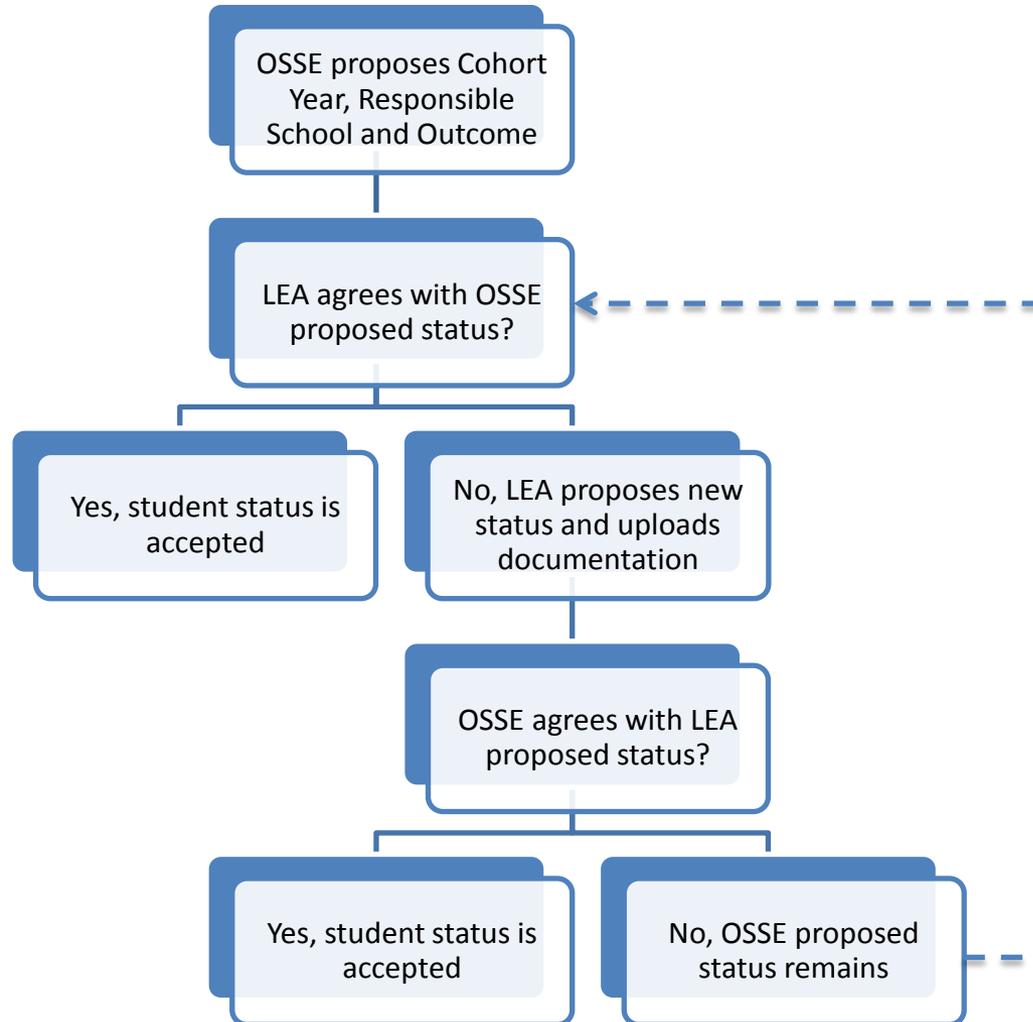


OSSE Adjusted Cohort Graduation and Outcome Verification Tool

Verification Tool

- I. Verification Process
- II. Accessing the QuickBase Application
- III. Dashboard
- IV. ACGR Verification
 - a. Responsible School Verification
 - b. Cohort Year Verification
 - c. Outcome Verification
 - d. Documents

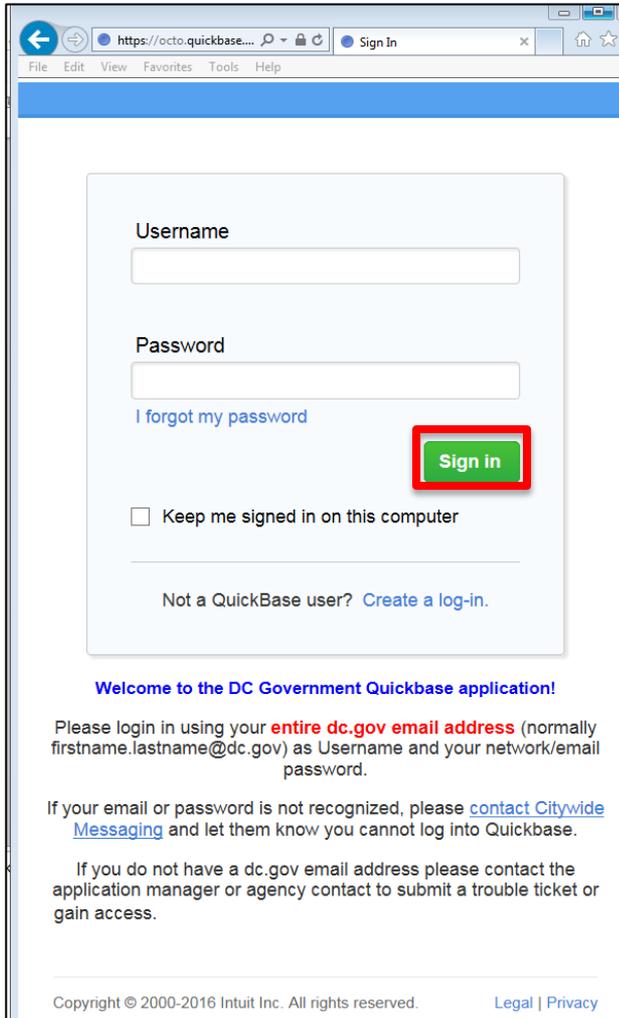
I. Verification Process





Accessing the QuickBase application

II. Accessing the QuickBase Application



https://octo.quickbase.com... Sign In

File Edit View Favorites Tools Help

Username

Password

[I forgot my password](#)

Sign in

Keep me signed in on this computer

Not a QuickBase user? [Create a log-in.](#)

Welcome to the DC Government Quickbase application!

Please login in using your **entire dc.gov email address** (normally firstname.lastname@dc.gov) as Username and your network/email password.

If your email or password is not recognized, please [contact Citywide Messaging](#) and let them know you cannot log into Quickbase.

If you do not have a dc.gov email address please contact the application manager or agency contact to submit a trouble ticket or gain access.

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Go to www.octo.quickbase.com

A username and password is required to access the tool.

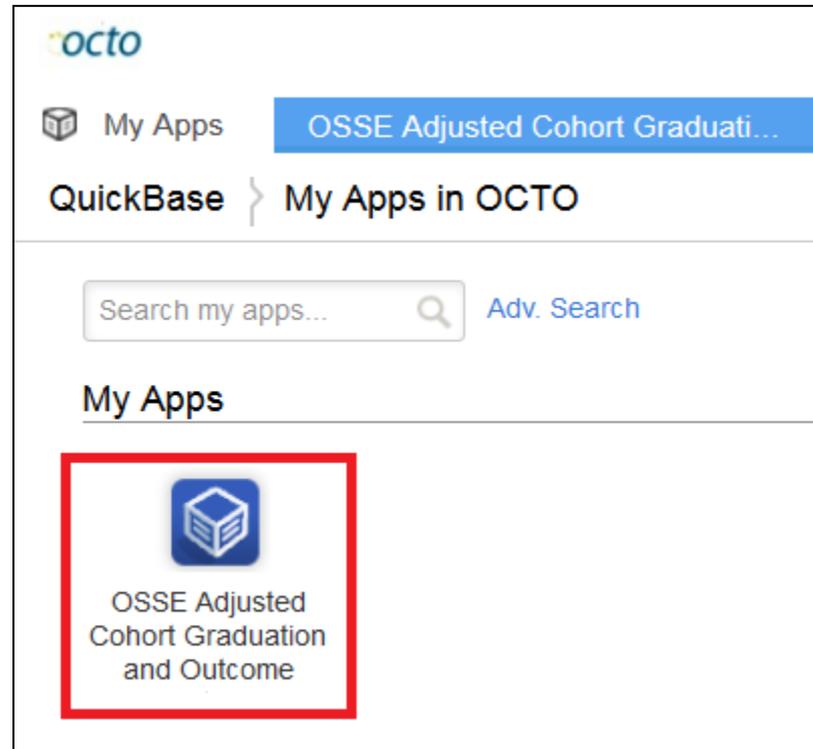
If you have used QuickBase in the past, use the same username and password.

If this is your first time using QuickBase, click “Create a log-in”, fill out the fields, and request access.

Email osse.acgr@dc.gov to get access to the application if you do not have access

II. Accessing the QuickBase Application

Open the OSSE Adjusted Cohort Graduation and Outcome icon or link





Dashboard Overview

III. Dashboard

There are six components on the dashboard:

1. Student Search
2. Useful Reports
3. LEA Task List
4. First Ninth Grade Year by Status
5. Responsible Schools
6. Outcomes

III. Dashboard: Student Search

Ways to search for a student:

- USI
- First Name
- Last name
- Date of Birth
- Local ID *(if available)*

Student Search

Search Students

Students contains [redacted]: 16 Students

| | USI | Local ID | First Name | Last Name | Date of Birth | Responsible School | First 9th Grade Year | Outcome |
|--|------------|----------|------------|-----------|---------------|--------------------|----------------------|--------------|
| | [redacted] | | | | | | 2015-2016 | Enrolled |
| | [redacted] | | | | | | 2012-2013 | Enrolled |
| | [redacted] | | | | | | 2013-2014 | Enrolled |
| | [redacted] | | | | | | 2015-2016 | Non-Graduate |

III. Dashboard: Useful Reports

Useful Reports

- Four key reports
- Easily accessible from dashboard
- Quickly accept OSSE proposed statuses for multiple students via grid edit
- Students will drop off the report as statuses are accepted

Useful Reports

[First Ninth Grade Year Report](#)

[Responsible School Report](#)

[Outcome Report](#)

[LEA Task List](#)

III. Dashboard: Useful Reports

Useful Reports

- **Filters** – to display records that meet certain criteria
- **Search** – to display records with a specific value
- **Grid Edit** – to modify mass records for the following columns and values:
 - **Response From** = *LEA*
 - **Do you agree?** = *Yes*

Cohorts | First Ninth Grade Year Report

REPORTS & CHARTS

Favorite Grid Edit Email More

Search these cohorts

FILTERS

- Student - Max OSSE Cohort ID - First Ninth Grade Year
 - 2012-2013
 - 2013-2014
 - 2014-2015
 - 2015-2016
- First Ninth Grade Year
 - 2012-2013
 - 2013-2014
 - 2014-2015
 - 2015-2016

1-200 of 1176 Cohorts

| | USI | First Name | Last Name | Responsible School | Proposed By | First 9th Grade Year | Response From | Do you agree? | Status | LEA Response | # of Supporting Documents |
|--|-----|------------|-----------|--------------------|---------------|----------------------|---------------|---------------|----------|--------------|---------------------------|
| | | | | | OSSE Proposed | 2014-2015 | | | Proposed | | 0 |
| | | | | | OSSE Proposed | 2014-2015 | | | Proposed | | 0 |
| | | | | | OSSE Proposed | 2013-2014 | | | Proposed | | 0 |
| | | | | | OSSE | 2014-2015 | | | Proposed | | 0 |

III. Dashboard: LEA Task List

LEA Task List

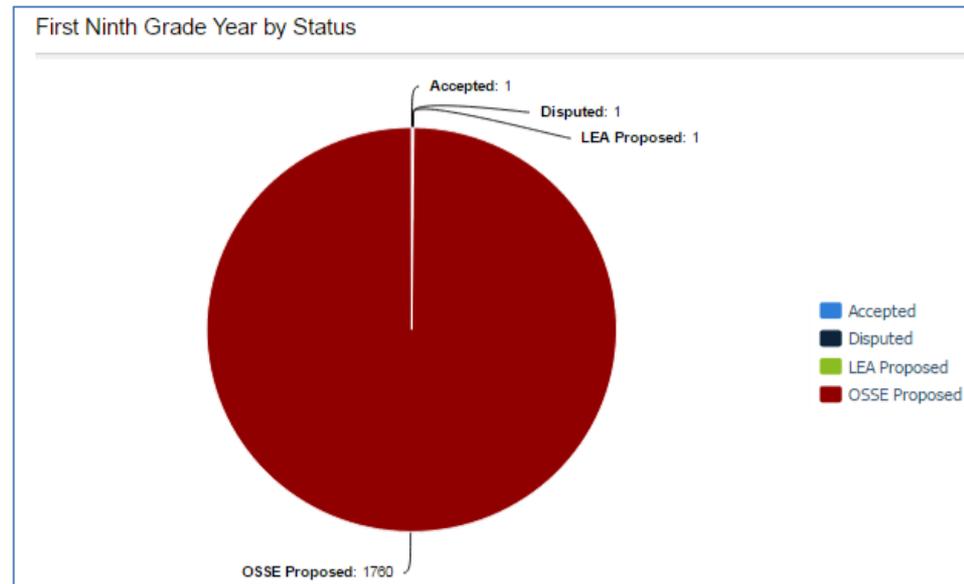
- View all student records with one or more outstanding statuses
- All statuses must be accepted for a student to drop off the list
 - First Ninth Grade Year
 - Responsible School
 - Outcome

| LEA Task List | | | | | | | | | | | | |
|--|-----|----------|------------|-------------|---------------|---------------------------|--------------------|--------------------|---------------------------|---------------|--|---------------|
| | USI | Local ID | First Name | ▼ Last Name | Date of Birth | First Ninth Grade Year | Cohort Year Status | Responsible School | Responsible School Status | Outcome | Outcome Status | |
| 2012-2013 (<input type="checkbox"/> Students) | | | | | | | | | | | | |
| | | | | | | 2012-2013 | OSSE Proposed | | | OSSE Proposed | Documentation Required | OSSE Proposed |
| | | | | | | 2012-2013 | OSSE Proposed | | | OSSE Proposed | Enrolled | OSSE Proposed |
| | | | | | | 2012-2013 | OSSE Proposed | | | OSSE Proposed | Enrolled | OSSE Proposed |
| | | | | | | 2012-2013 | OSSE Proposed | | | OSSE Proposed | Enrolled | OSSE Proposed |
| | | | | | | 2012-2013 | OSSE Proposed | | | OSSE Proposed | Documentation Required | OSSE Proposed |
| | | | | | | 2012-2013 | OSSE Proposed | | | OSSE Proposed | Non-Graduate | OSSE Proposed |
| | | | | | | | | | | | | |

III. Dashboard: First Ninth Grade Year by Status

First Ninth Grade Year by Status

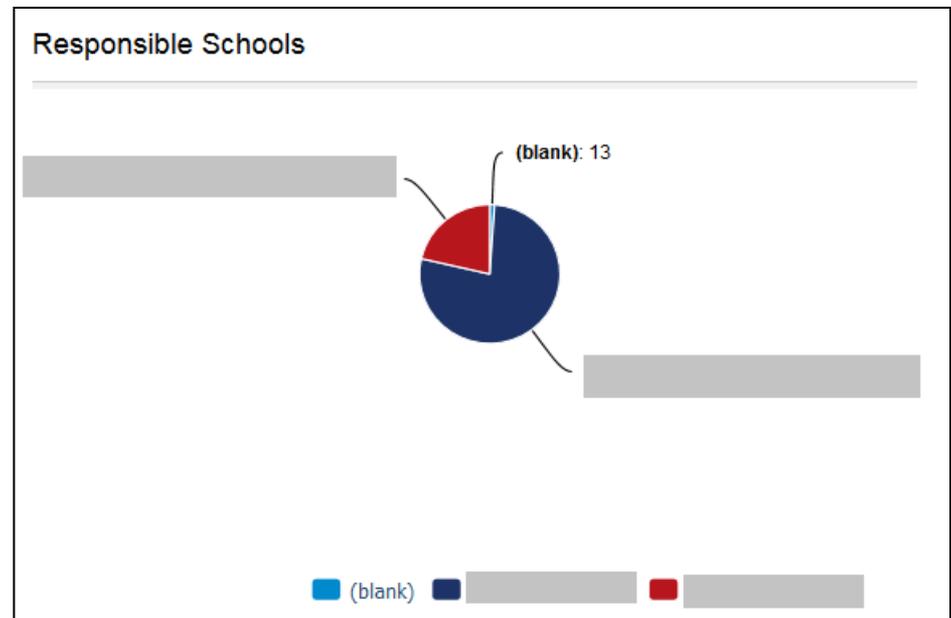
- Pie Chart
- Cohort Years: 2012-13 to 2015-16
- Legend
 - OSSE Proposed
 - LEA Proposed
 - *Disputed*
 - Accepted



III. Dashboard: Responsible Schools

Responsible Schools

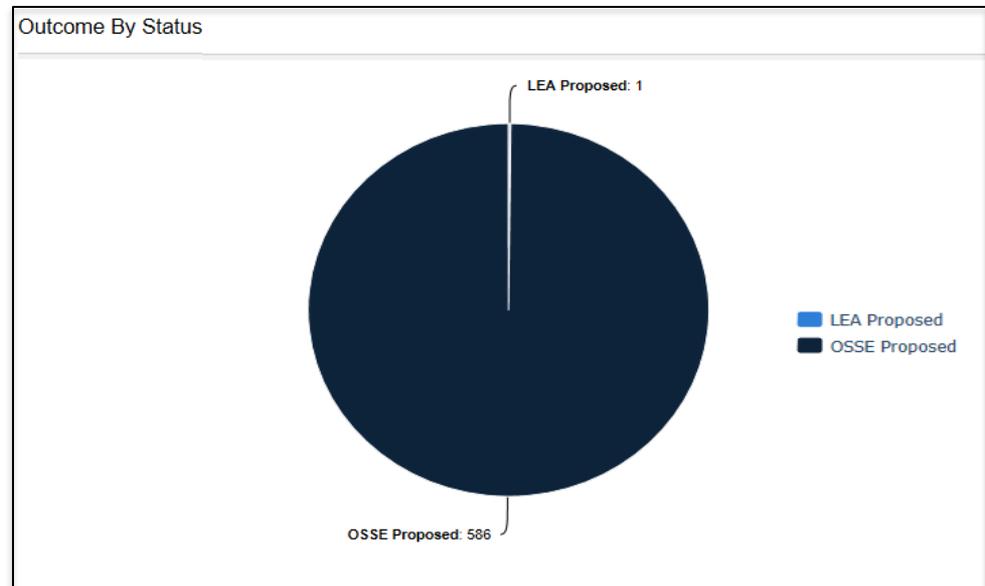
- Pie chart
- Cohort Years: 2012-13 to 2015-16
- Legend of LEA related Schools
 - All Degree Granting Schools
 - Blank is Non-Public Schools



III. Dashboard: Outcome by Status

Outcome By Status

- Pie chart
- Cohort Years: 2012-13 to 2015-16
- Legend
 - OSSE Proposed
 - LEA Proposed
 - *Disputed*
 - Accepted



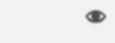
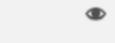
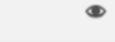


ACGR Verification

IV. Verification: LEA Task List

Access a Student Record

- In the **LEA Task List** report, click the  icon of any student record

| LEA Task List | | | | | | | | | | | |
|---|-----|----------|------------|-------------|---------------|---------------------------|--------------------|--------------------|---------------------------|--|----------------|
| | USI | Local ID | First Name | ▼ Last Name | Date of Birth | First Ninth Grade Year | Cohort Year Status | Responsible School | Responsible School Status | Outcome | Outcome Status |
| 2012-2013 (<input type="text"/> Students) | | | | | | | | | | | |
|  | | | | | | 2012-2013 | OSSE Proposed | | OSSE Proposed | Documentation Required | OSSE Proposed |
|  | | | | | | 2012-2013 | OSSE Proposed | | OSSE Proposed | Enrolled | OSSE Proposed |
|  | | | | | | 2012-2013 | OSSE Proposed | | OSSE Proposed | Enrolled | OSSE Proposed |
|  | | | | | | 2012-2013 | OSSE Proposed | | OSSE Proposed | Enrolled | OSSE Proposed |
|  | | | | | | 2012-2013 | OSSE Proposed | | OSSE Proposed | Documentation Required | OSSE Proposed |
|  | | | | | | 2012-2013 | OSSE Proposed | | OSSE Proposed | Non-Graduate | OSSE Proposed |

IV. Verification: Students Form

Student Form

- Five sections
 - **Student Information**
 - **Enrollment Information**
 - ***Responsible School Information**
 - ***Cohort Information**
 - ***Outcome**
- * Denotes requires review by LEA

The screenshot displays the 'Students' form interface, which is organized into five main sections, each with a blue header bar. The top navigation bar includes 'Students', 'REPORTS & CHARTS', and a 'Return' button. The 'Student Information' section contains input fields for USI, Local ID, First Name, Last Name, and Date of Birth. The 'Enrollment Information' section features a table with columns for USI, First Name, Last Name, Date, School ID, School Name, and School Year, showing three rows for the years 2013-2014, 2014-2015, and 2015-2016. The 'Responsible School Information' section includes an 'Add Responsible School' button and a table with columns for Proposed By, LEA ID, LEA Name, School ID, Responsible School, Response From, and Status, with one row for 'OSSE Proposed'. The 'Cohort Information' section has an 'Add New Cohort' button and a table with columns for Proposed By, LEA Name, First Ninth Grade Year, Response From, Status, and Response, with one row for 'OSSE Proposed' in 2012-2013. The 'Outcome' section includes an 'Add Outcome' button and a table with columns for Proposed By, LEA Name, Outcome, Response From, Status, and Response, with one row for 'OSSE Proposed' with the outcome 'Documentation Required'.

IV. Verification: Student Information

Student Information

- List basic student demographics

Student Information

| | | | |
|----------------------|----------------------|------------------|----------------------|
| USI | <input type="text"/> | Local ID | <input type="text"/> |
| First Name | <input type="text"/> | Last Name | <input type="text"/> |
| Date of Birth | <input type="text"/> | | |

IV. Verification: Enrollment Information

Enrollment Information Section

- Lists student enrollment history
 - LEAs can view historical enrollments for its responsible students
 - LEAs is responsible for student, if it is the last Degree Granting LEA and School
 - LEAs cannot view future enrollments of non-Degree Granting LEA(s) and School(s)
 - Then LEA and School names are not visible

| Enrollment Information | | | | | | | |
|------------------------|-----------|------------|-----------|---------------|-----------|-------------|-------------|
| Full Report | Grid Edit | Email | More | 6 Enrollments | | | |
| | USI | First Name | Last Name | Date | School ID | School Name | School Year |
| | | | | | | | 2013-2014 |
| | | | | | | | 2014-2015 |
| | | | | | | | 2014-2015 |
| | | | | | | | 2015-2016 |



Responsible School Verification

IV. Responsible School Verification

From the Students form → Responsible School Information Section

- Lists Responsible School records
- First record is OSSE Proposed Responsible LEA and School
 - Click the  icon to agree/disagree

Responsible School Information

[Add Responsible School](#)

Full Report | Grid Edit | Email | More ▾ 1 School

| | Proposed By | LEA ID | LEA Name | School ID | Responsible School | Response From | Status |
|---|---------------|--------|----------|-----------|--------------------|---------------|----------|
|  | OSSE Proposed | | | | | | Proposed |

- You will be taken to the Responsible School Section for that student

IV. Responsible School Verification

Responsible School Section

This is two-step process if the LEA disputes OSSE's proposed Responsible School.

Step 1:

- Do you agree with the OSSE proposed Responsible School?
 - Yes – to accept responsible school assignment
 - No – to dispute responsible school assignment
 - Select **Response**
 - Click **Add Document**
- Click **Save**

The screenshot displays the 'Responsible Schools' application interface. The page title is 'Responsible Schools' with a sub-header 'Edit School #'. There are 'Save' and 'Cancel' buttons in the top right corner. The interface is divided into several sections: 'Student Information', 'Responsible LEA', and 'Responsible School'. The 'Responsible School' section is highlighted in yellow and contains the following fields: 'Proposed By' (OSSE Proposed), 'Response From' (LEA), 'Status' (Disputed), and a 'Response' dropdown menu. The 'Response' dropdown is highlighted with a red box. To the right of the 'Response' dropdown is a 'Do you agree with the OSSE proposed Responsible School?' dropdown menu, also highlighted with a red box. Below the 'Response' dropdown is an 'Add Document' button, highlighted with a red box. The 'Documentation' section at the bottom shows '# of Documents' as 0 and 'No documents found'. There are also 'Full Report', 'Grid Edit', and 'Email' links for the student and LEA sections.

IV. Responsible School: Document

Document Form

- **File Type** – select document description
- **Attachment** – click to upload document

(Please use the following naming convention: [USI].[School].[file type]. For example: 1111111111.School.pdf)

- Click **Save** on this screen

Documentation > Add Document
REPORTS & CHARTS

Save Cancel

Student Information

Full Report | Grid Edit | Email | More ▾ | 1 Student

| USI | Local ID | First Name | Last Name | Date of Birth | First Ninth Grade Year | Responsible School | Outcome |
|-----|----------|------------|-----------|---------------|------------------------|--------------------|------------------------|
| | | | | | | | Documentation Required |

Document Information

File Type
[Dropdown]

Attachment
Browse... No file selected.

Accepted?

- **Accepted?** – OSSE response if document is accepted or not
- **Reason** – OSSE explanation if document is not accepted

IV. Responsible School Verification

From the Students form →
Responsible School Information Section – LEA Proposal

Step 2:

- If your LEA has more than one Cohort Responsible School you wish to propose that a different school in your LEA is responsible for the school:
 - Click **Add Responsible School**

The screenshot shows a web interface for managing responsible schools. At the top is a blue header bar labeled "Responsible School Information". Below this is a light gray area containing a button labeled "Add Responsible School", which is highlighted with a red rectangular border. Underneath the button is a table with a light blue header and one data row. The table header includes "Full Report", "Grid Edit", "Email", "More", and "1 School". The table columns are "Proposed By", "School ID", "Responsible School", "Response From", and "Status". The data row shows "OSSE Proposed" for "Proposed By", "9000" for "School ID", "State Cohort" for "Responsible School", and "Proposed" for "Status".

| Full Report | Grid Edit | Email | More | 1 School |
|---------------|-----------|--------------------|---------------|----------|
| Proposed By | School ID | Responsible School | Response From | Status |
| OSSE Proposed | 9000 | State Cohort | | Proposed |

Responsible School Verification

Responsible School Section – LEA Proposal

- Select **Related LEA**
- Select **Responsible School**
- Click **Add Document** (if document was not already provided)
- Click **Save**

The screenshot shows the 'Responsible Schools' application interface. At the top, there is a breadcrumb trail: 'Responsible Schools' > 'Add School'. To the right of the breadcrumb are 'Save' and 'Cancel' buttons. Below the breadcrumb is a 'REPORTS & CHARTS' link. The main content area is divided into sections: 'Student Information', 'Responsible School', and 'Documentation'. The 'Responsible School' section contains a 'Proposed By' field with the value 'LEA Proposed', a 'Related LEA *' dropdown menu with the value 'Make a Selection...', and a 'Responsible School *' dropdown menu with the value 'Make a Selection...'. The 'Documentation' section contains an 'Add Document' button and a '# of Documents' field with the value '0'. At the bottom, there is a table with columns 'File Type', 'Attachment', and 'Accepted?'. The table is currently empty, with the text 'No documents found' displayed below it.

Responsible Schools > Add School

Save Cancel

REPORTS & CHARTS

Student Information

Responsible School

Proposed By
LEA Proposed

Related LEA * LEA Name

Make a Selection...

Responsible School *

Make a Selection...

Documentation

Add Document

of Documents
0

File Type Attachment Accepted?

No documents found



Cohort Year Verification

IV. Cohort Year Verification

From the Students Form → Cohort Information Section

- Lists Cohort Year records
- First record is OSSE Proposed Cohort Year
 - Click the  icon to agree/disagree

Cohort Information

[Add New Cohort](#)

Full Report | Grid Edit | Email | More ▾ 1 Cohort

| | Proposed By | LEA Name | First Ninth Grade Year | Response From | Status | Response |
|---|---------------|----------|------------------------|---------------|----------|----------|
|   | OSSE Proposed | | 2012-2013 | | Proposed | |

IV. Cohort Year Verification

Cohort Information Section

This is two-step process if the LEA disputes OSSE's proposed Cohort Year.

Step 1:

- Do you agree with the OSSE proposed Cohort Year?
 - **Yes** – to accept cohort year
 - **No** – to dispute cohort year
 - Select **Response**
- Click **Save**

The screenshot shows the 'Edit Cohort #' page in a web application. The page is divided into several sections: 'Student Information', 'Responsible LEA', and 'Cohort Assignment'. The 'Cohort Assignment' section contains a 'Response From' dropdown menu, a 'Do you agree with OSSE proposed School Year?' dropdown menu, and a 'Response' dropdown menu. The 'Response' dropdown menu is open, showing three options: 'Student record not in SIS', 'Student's first ninth grade year is inaccurate', and 'Student's first ninth grade year is unknown'. A red box highlights the 'Do you agree with OSSE proposed School Year?' dropdown menu, which is currently set to 'No'. The 'Save' button is visible in the top right corner.

| USI | Local ID | First Name | Last Name | Date of Birth | First Ninth Grade Year | Responsible School | Outcome |
|-----|----------|------------|-----------|---------------|------------------------|--------------------|---------|
| | | | | | | | |

| LEA Name | LEA ID (State) |
|----------|----------------|
| | |

Proposed By: OSSE Proposed
School Year: 2012-2013
Related LEA: [Redacted]
LEA Name: [Redacted]

Response From: LEA
Do you agree with OSSE proposed School Year? No
Status: Disputed
Response: [Redacted]

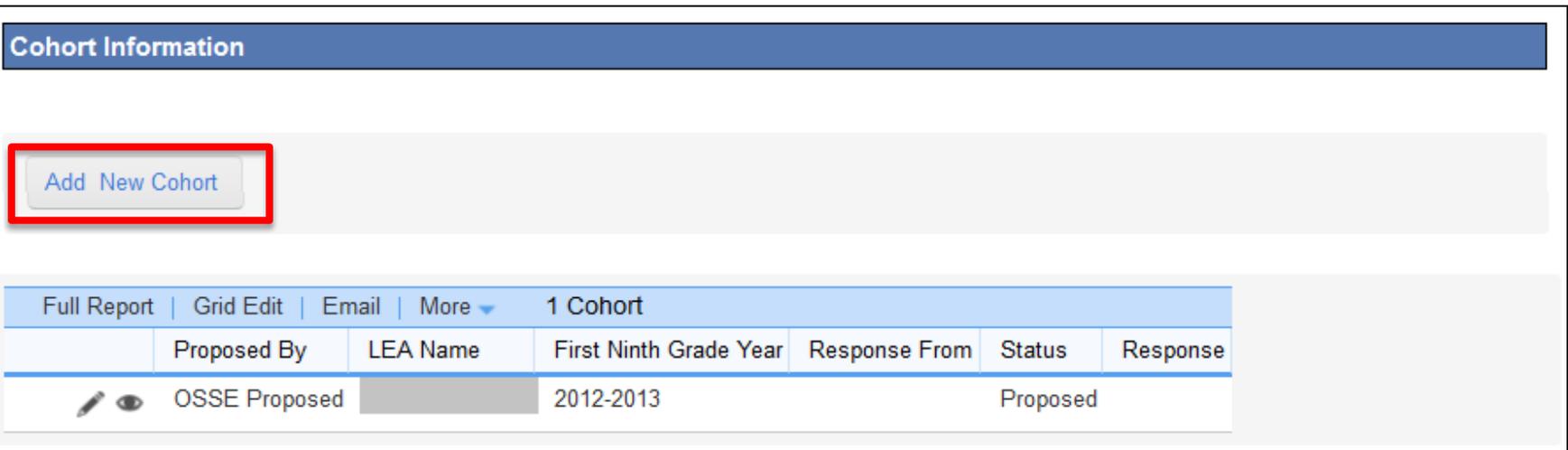
File Type: Attachment Accepted? No documents found

IV. Cohort Year Verification

From the Students Form →
Cohort Information Section – LEA Proposal

Step 2:

- If the OSSE Proposed School was not accepted
 - Click **Add New Cohort**



Cohort Information

[Add New Cohort](#)

| Full Report Grid Edit Email More ▾ 1 Cohort | | | | | | |
|---|---------------|----------|------------------------|---------------|----------|----------|
| | Proposed By | LEA Name | First Ninth Grade Year | Response From | Status | Response |
|   | OSSE Proposed | | 2012-2013 | | Proposed | |

IV. Cohort Year Verification

Cohort Information Section – LEA Proposal

- **School Year** – to select the LEA Proposed School Year
 - Click **Add Document**
- Click **Save**

The screenshot shows the 'Add Cohort' form with the following sections:

- Student Information:** Includes a 'Full Report' button, 'Grid Edit', 'Email', and 'More' options. A dropdown menu shows 'USI' and a '1 Student' indicator.
- Responsible LEA:** Includes a table with columns 'LEA Name' and 'LEA_ID (State)'. Below the table, it says 'No LEAS found'.
- Cohort Assignment:** Includes a 'Proposed By' field with the value 'LEA Proposed'.
- Documentation:** Includes an 'Add Document' button, which is highlighted with a red box.
- School Year:** A dropdown menu is open, showing a list of years from 2008-2009 to 2015-2016. The dropdown is also highlighted with a red box.

IV. Student Cohort: Document

Document Form

- **File Type** – select document description
- **Attachment** – click to upload document
(Please use the following naming convention: [USI].[Cohort].[file type]. For example: 1111111111.Cohort.pdf)
- Click **Save** on this screen

Documentation > Add Document Save Cancel

REPORTS & CHARTS

Student Information

| Full Report | Grid Edit | Email | More | 1 Student | | | | |
|-------------|-----------|------------|-----------|---------------|------------------------|--------------------|---------|--|
| USI | Local ID | First Name | Last Name | Date of Birth | First Ninth Grade Year | Responsible School | Outcome | |
| | | | | | | | | |

[Documentation Required](#)

Document Information

File Type:

Attachment: No file selected.

Accepted?

- **Accepted?** – OSSE response if document is accepted or not
- **Reason** – OSSE explanation if document is not accepted



Outcome Verification

IV. Outcome Verification

From the Students Form → Outcome Section

- Lists Outcome records
- First record is OSSE Proposed Outcome
 - Click the  icon to agree/disagree
- For Verification, focus on Outcome “Documentation Required” or “Exit Code Missing”
 - All anticipated graduates should have Outcome “Enrolled”

Outcome

[Add Outcome](#)

Full Report | Grid Edit | Email | More ▾ 1 Outcome

| | Proposed By | LEA Name | Outcome | Response From | Status | Response |
|---|---------------|----------|------------------------|---------------|----------|----------|
|  | OSSE Proposed | | Documentation Required | | Proposed | |

IV. Outcome Verification

Outcome Section

This is two-step process if the LEA disputes OSSE's proposed Outcome.

Step 1:

- Do you agree with the OSSE proposed Outcome?
 - Yes – to accept outcome
 - No – to dispute outcome
 - Select **Response**
- Click **Save**

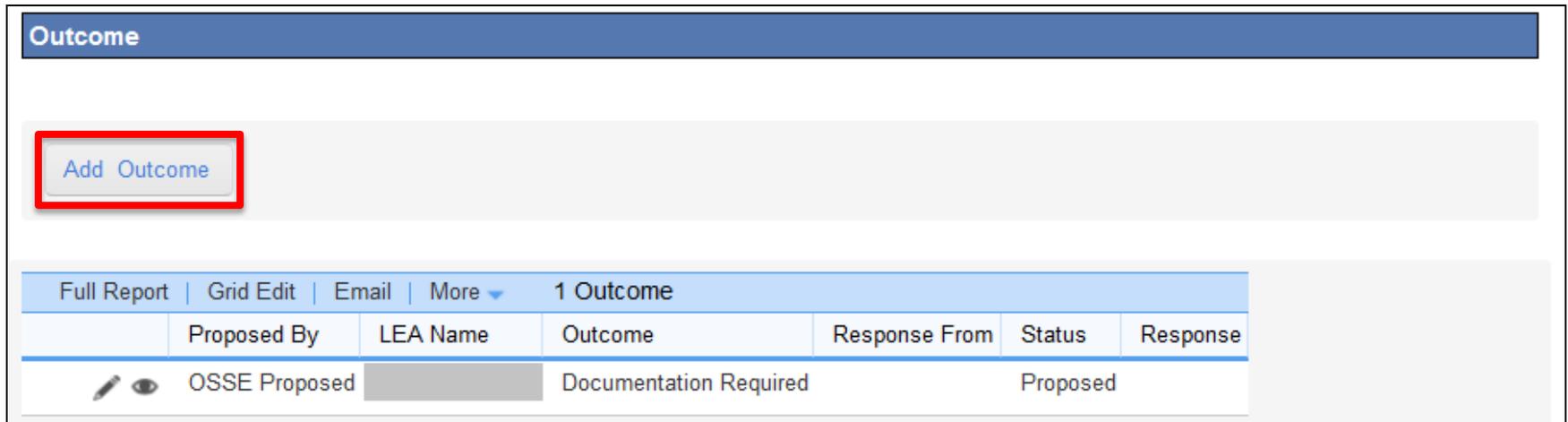
The screenshot displays the 'Edit Outcome #' interface. At the top, there are 'Save' and 'Cancel' buttons. Below is a 'Student Information' section with a table for '1 Student' containing columns for USI, Local ID, First Name, Last Name, Date of Birth, First Ninth Grade Year, Responsible School, and Outcome. A 'Documentation Required' link is visible. The 'Outcome Information' section includes fields for 'Proposed By' (OSSE Proposed), 'Related LEA', 'Active Flag' (Inactive), 'Exit Code' (1940), and 'Response From' (Do you agree with the OSSE proposed Outcome? No). A 'Status' dropdown is set to 'Proposed'. A 'Response' dropdown is open, showing options like 'Student disengaged from school', 'Student died or is permanently incapacitated', 'Student disengaged from school', 'Student enrolled in a different degree-granting school or LEA', 'Student Graduated', 'Student moved to another country', 'Student received a certificate of IEP', 'Student received a OED', 'Student transferred to CFSA', 'Student transferred to DYRS', 'Student was a foreign exchange student', and 'Student's first enrollment occurred more than four years after first ninth grade year'. A red box highlights a 'Do you agree with the OSSE proposed Outcome?' dropdown menu with 'Yes' and 'No' options.

IV. Outcome Verification

From the Students Form →
Outcome Section

Step 2:

- If the OSSE Proposed Outcome was not accepted
 - Click the **Add Outcome**



The screenshot displays the 'Outcome' section of a software interface. At the top, there is a blue header bar with the word 'Outcome'. Below this, a light gray area contains a button labeled 'Add Outcome', which is highlighted with a red rectangular border. Underneath the button is a table with a light blue header and one data row. The table header includes 'Full Report', 'Grid Edit', 'Email', 'More', and '1 Outcome'. The table columns are 'Proposed By', 'LEA Name', 'Outcome', 'Response From', 'Status', and 'Response'. The data row shows 'OSSE Proposed' in the 'Proposed By' column, a grayed-out 'LEA Name' column, 'Documentation Required' in the 'Outcome' column, and 'Proposed' in the 'Status' column. There are also small icons (a pencil and an eye) to the left of the 'OSSE Proposed' text.

| Full Report | Grid Edit | Email | More | 1 Outcome | | |
|---|---------------|----------|------------------------|---------------|----------|----------|
| | Proposed By | LEA Name | Outcome | Response From | Status | Response |
|   | OSSE Proposed | | Documentation Required | | Proposed | |

IV. Outcome Verification

Outcome Section – LEA Proposal

- **Outcome** – to select the LEA Proposed Outcome
- **Exit Code** – to select the LEA Proposed Exit Code
 - Click **Add Document**
- Click **Save**

Outcomes > Add Outcome

Save Cancel

Student Information

Outcome Information

Proposed By
LEA Proposed

Related LEA *

Make a Selection...

LEA Name

Active Flag
Inactive

Exit Code

Make a Selection...

Outcome *

Deceased
Documentation Required
Enrolled
Enrolled at Non-Degree-Granting Entity
Exit Code Missing
Exited the State Educational System
Non-Graduate

Documentation

Add Document

File Type Attachment Accepted?

No documents found

IV. Student Outcome: Document

Document Form

- **File Type** – select document description
- **Attachment** – click to upload document.

(Please use the following naming convention: [USI].[Outcome].[file type]. For example: 1111111111.Outcome.pdf)

- Click **Save** on this screen and next one

Documentation Add Document

REPORTS & CHARTS

Save Cancel

Student Information

Full Report Grid Edit Email More 1 Student

| USI | Local ID | First Name | Last Name | Date of Birth | First Ninth Grade Year | Responsible School | Outcome |
|-----|----------|------------|-----------|---------------|------------------------|--------------------|---------|
| | | | | | | | |

Documentation Required

Document Information

File Type

Attachment

Browse... No file selected.

Accepted?

- **Accepted?** – OSSE response if document is accepted or not
- **Reason** – OSSE explanation if document is not accepted

Student Page

Mid-Verification Example

Students | [Redacted] | REPORTS & CHARTS

Student Information

USI [Redacted] Local ID [Redacted]

First Name [Redacted] Last Name [Redacted]

Date of Birth [Redacted]

Enrollment Information

Full Report | Grid Edit | Email | More ▾ | 1 Enrollment

| | USI | First Name | Last Name | Date | School ID | School Name | School Year |
|--------|------------|------------|------------|------------|------------|-------------|-------------|
| [Edit] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |

Responsible School Information

Add Responsible School

Full Report | Grid Edit | Email | More ▾ | 2 Schools

| | Proposed By | LEA ID | LEA Name | School ID | Responsible School | Response From | Status |
|--------|---------------|------------|------------|------------|--------------------|---------------|----------|
| [Edit] | OSSE Proposed | [Redacted] | [Redacted] | [Redacted] | [Redacted] | LEA | Disputed |
| [Edit] | LEA Proposed | [Redacted] | [Redacted] | [Redacted] | [Redacted] | OSSE | Denied |

Cohort Information

Add New Cohort

Full Report | Grid Edit | Email | More ▾ | 2 Cohorts

| | Proposed By | LEA Name | First Ninth Grade Year | Response From | Status | Response |
|--------|---------------|------------|------------------------|---------------|----------|---------------------------|
| [Edit] | OSSE Proposed | [Redacted] | [Redacted] | LEA | Disputed | Student record not in SIS |
| [Edit] | LEA Proposed | [Redacted] | [Redacted] | [Redacted] | Proposed | |

Outcome

Add Outcome

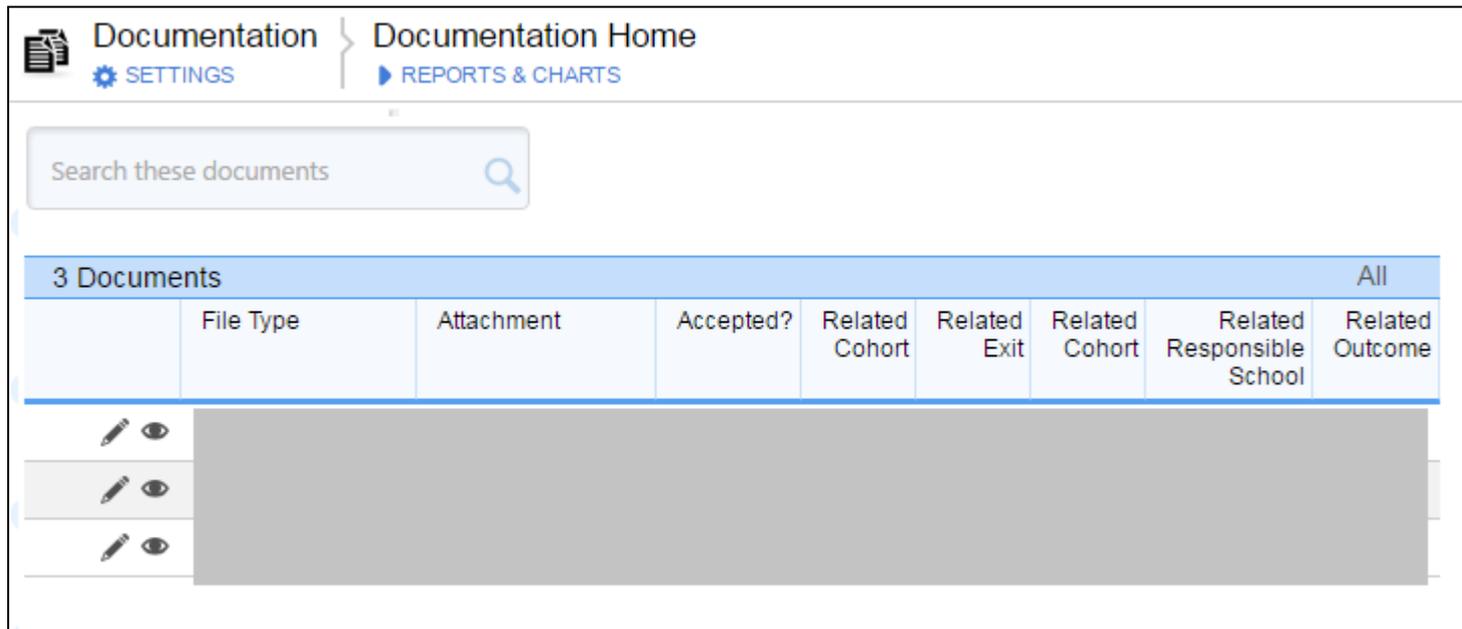
Full Report | Grid Edit | Email | More ▾ | 2 Outcomes

| | Proposed By | LEA Name | Outcome | Response From | Status | Response |
|--------|---------------|------------|------------|---------------|----------|----------|
| [Edit] | OSSE Proposed | [Redacted] | [Redacted] | [Redacted] | Proposed | |
| [Add] | LEA Proposed | [Redacted] | [Redacted] | OSSE | Accepted | |

V. Documents

Documents Table

- Lists all documents uploaded for all students at the LEA



The screenshot shows the 'Documentation Home' interface. At the top left, there is a 'Documentation' header with a document icon and a 'SETTINGS' link. To the right, there is a 'Documentation Home' header with a 'REPORTS & CHARTS' link. Below the headers is a search bar with the placeholder text 'Search these documents' and a magnifying glass icon. Underneath the search bar is a table with the following structure:

| 3 Documents | | | | | | | | All |
|---|-----------|------------|-----------|----------------|--------------|----------------|----------------------------|-----------------|
| | File Type | Attachment | Accepted? | Related Cohort | Related Exit | Related Cohort | Related Responsible School | Related Outcome |
|   | | | | | | | | |
|   | | | | | | | | |
|   | | | | | | | | |



RESOURCES

For more information on the ACGR process please go to:
<http://osse.dc.gov/service/high-school-graduation-rates-0>



Questions?

Contact:

osse.acgr@dc.gov