

Spring Cohort Discussion Items

1. The Survey 5 amendment window closes October 31, 2022.
 - a. Survey 5 date certain – July 15, 2022
2. Cohort Dashboard:
 - a. Access is opened to Principals, AP's, Deans, SAMS, FTE, and Counselors-High School.
 - b. GPA, Attendance totals, Student Type, FRL, ESE, ELL
 - c. After YE/YS the 5th year Senior impacts the dashboard calculation:
Dashboard calculation - $633/670 = 94.48\%$
To **recalculate** - subtract On Track records (students still enrolled) from total Grads (Numerator), add the on track into the denominator:
 - i. Example - 633 Grads (Numerator) – 14 On track = 619
Add On Track into Adjusted total (Denominator) $670+14 = 684$
New Calculation= $619/684 = 90.4\%$
3. Research DOP & Non-Grads:
 - a. Follow-up
 - b. Facebook
4. Identify the inactive 8th grade students
 - a. Data mining report – Student wd from default entity – (KING REN000)
 - b. Delete FY schedules and email support to delete entry record
5. Summer School Withdraw codes – review history when updating WD codes
6. Cohort Dashboard to track cohorts:
 - a. Review the Cohort Year vs date entered 9th grade
 - b. Entry & WD records = same date – see FAQ note on page 2
 - i. Is student a DNE?
 - ii. Did student attend school in SCPS previously?
 - iii. Should record be deleted from cohort?
 - c. Verify Early Grads have the FTE Diploma tab updated if eligible.
 - d. FTE Team can research the state locator – email First, Last Name & DOB
7. Students attending Elevation will graduate and receive the final grad code from Elevation for cohort.

8. Timeline

Date	Task
April 2022	Spring Visits
April 2022	Review Dashboard
June – July 2022	Review Dashboard
July, 2022	Survey 5 amendment window closes October 31, 2022 – Submit all changes to FTE team prior to this date.
Aug – Oct 2022	Review Dashboard
Dec 2022	Review 4-year DOE Cohort file and identify any corrections needed to be entered by FTE team into the DOE cohort application
Dec 22 – Jan 23	Final Cohort from DOE

FAQs from the DOE Attendance Guidelines:

- How do you code a student who enrolls in a school district, but never attends school? Districts should make efforts to locate the student if the parent enrolls the student even if the student never attends. The intervening efforts to locate the student should be documented locally. This may include assistance from the student services or truancy office. If the student cannot be found, the district must report the student as a DNE with the entry and withdrawal dates on the same day. If a student's parents enroll a student, the student never attends a school in the district, but the student is found to be in another district then the record may be deleted.
- If an eighth-grade student does not show up for high school the following school year, should the code be reported as DNE? The district will code the student as a DNE on Day 11 of the school year. The district should follow procedures to try to locate the student. The DNE should be changed to the appropriate withdrawal code if the district locates the student in another district or school or finds the student has "dropped-out" of school. The high school is responsible for this student and the student will be included in the Dropout rate calculation. If the student is located at a different school than the school the student was assigned to, the school should enroll and withdraw the student on the first day of school and verify that survey 5 is updated for DOE.
- Building the 4-year unadjusted cohort begins with Survey 2 data from Year 1, and then uses Survey 5 for Years 1 through 4 to identify students who transfer in and out of the cohort.
- This Year Cohort Class is comprised of the following School years:
 - Year 1 – 2018-19
 - Year 2 – 2019-20
 - Year 3 – 2020-21
 - Year 4 – 2021-22
- Export the spreadsheet of students out of the cohort dashboard. Check all students in the spreadsheet who have a final withdrawal code of DNE, W01, W02, W05, W13, W15, W18, W21, W22, W23, W26. If the code in SKYWARD has been corrected make a note on spreadsheet. The record will need to be corrected in the Final 4-year file received from DOE in the fall.

Overview: Building the 4-Year Unadjusted Cohort File

Building the 4-year unadjusted cohort uses Survey 5 data for Years 1 through 4 to identify students who transferred in and out of the cohort

The following steps show how the unadjusted statewide cohort is built:

- 1) Identify students reported on Survey 5 of Year 1 as enrolled in grade 9 whose grade level enrollment in Year 0 was not grade 9 or higher.
- 2) Add grade 9 transfers in based on enrollment reported on Survey 5 of Year 1.
- 3) Add grade 10 transfers in based on enrollment reported on Survey 5 of Year 2.
- 4) Add grade 11 transfers in based on enrollment reported on Survey 5 of Year 3.
- 5) Add grade 12 transfers in based on enrollment reported on Survey 5 of Year 4.

Since this is the unadjusted cohort, students who transfer out are not removed. At each step of the build, district and school enrollment are updated, as well as withdrawal codes and withdrawal dates. The transfers in that are added into the base cohort file are those students who were not included in the cohort after the previous step.

Once the fifth step is completed, the following processes occur:

- Records that were included in a final cohort during the past three years are removed.
- Statewide duplicate records are identified.
 - These are records that are potentially duplicates in the statewide file, meaning that records could be duplicated at the district level and/or the state level.
- The "At-Risk" flag is created.
 - These are students who scored below a level 3 on both the grade 8 FSA ELA and Mathematics assessments.
- DJJ students are walked back.
 - These are records where students who had been placed in a jail or DJJ facility are included in the cohort of the last Florida public high school they attended.
 - The student will be included in the cohort of the last Florida Public high school even if the jail or DJJ facility is in a different district than their last district of enrollment.