

## 2016 Graduation Rate Timeline

This document attempts to provide an overview of the timeline for the graduation rate process and calculations for the 2015-16 school year. The timeline outlined below affords districts time to review their data and documentation thoroughly and to obtain additional support or to appeal allowable errors when necessary. **The department will work diligently to meet the timeline laid out below; however, due to the nature of the graduation rate process these dates may be subject to change.**

### Overview

The graduation process will occur in four phases. **Phase I** offers districts the opportunity to report and to correct student information in EIS and upload the required documentation. **Phase II** presents an opportunity for districts to report summer graduates in EIS. **Phase III** allows districts to review audit decisions and preliminary graduation rates. Finally, **Phase IV** provides districts the opportunity to appeal audit decisions and to resubmit adequate documentation for required situations.

### Timeline

The table below displays estimated dates and tasks to be completed during the four phases of the graduation rate process.

Phase	Estimated Dates	Tasks to be Completed
I	February 16, 2016 – June 15, 2016	<ul style="list-style-type: none"> <li>Correct students in EIS</li> <li>Upload required documentation</li> <li>Report completion types in EIS</li> <li>Resolve duplicate student state IDS and/or students with more than one state ID</li> <li>Reconcile with receiving schools students withdrawing using codes 3, 4, or 14 for whom there is no subsequent enrollment in EIS.</li> <li>Resolve elementary or middle schools with cohorts, which usually results from an enrollment record for grade 9 that is not valid; thus enrollment needs to be updated with correct grade assignments in EIS</li> <li>Document early graduates with completion type, date, and withdrawal code 12</li> <li>Adjust incorrect withdrawal codes</li> <li>Verify accurate reporting of student subgroup(s), as federal law requires state reporting of graduation rate disaggregated by subgroups</li> </ul>
II	July 25, 2016 – August 12, 2016	<ul style="list-style-type: none"> <li>Report summer graduates in EIS</li> <li>Upload required documentation for seniors withdrawing since the last week of Phase I <b>only</b></li> </ul>
III	August 29, 2016 –	<ul style="list-style-type: none"> <li>Preliminary graduation rates published in Cohort application</li> <li>Tennessee Department of Education (the department) issues guidance regarding appealing audit decisions and conducts</li> </ul>

	September 9, 2016	<p>appeals webinar</p> <ul style="list-style-type: none"> <li>Districts submit appeals only for appealable situations per guidance issued at the start of Phase III</li> </ul>
IV	October 10, 2016	<ul style="list-style-type: none"> <li>Department issues final graduation rates for districts to review</li> </ul>

#### Details of Graduation Rate Process

For more details regarding the graduation rate process, please refer to the “2016 Graduation Rate Process” document located on the [Instructions](#) tab of the Cohort application.