Student End of Year: Graduation Guidelines File

The Graduation Guidelines (GG) file is a required component of the Student End of Year (SEY) data collection. Records in this file should represent the graduation guidelines a student completed during the school year. Guideline completion can also be reported retroactively if that completion was omitted during the school year the student initially earned the guideline score or if completion was not reported by a previous district.

Schools should retain copies of score reports, transcripts, or industry certificates used as the basis of reporting graduation guidelines completion and provide that documentation to receiving districts for validation purposes if the student transfers. Report the district and school the student currently attends regardless of where they were in attendance when they received the guideline score.

When reporting GG information, districts have the option to report the minimum required information for graduating students, or additional information on any student who attempted a GG measure.

SEY + GG Connection

GG data is incorporated into the SEY collection as a validation check for graduating students. Graduating students are indicated on the Student School Association (SSA) file with School Exit Type 90, 95, or 96. *See the SSA file layout posted on the [Student Interchange website](#) for school exit type definitions.*

The SEY business rule, SE301, performs the following check when a SEY snapshot is created.
- **IF** a student's school exit type indicates they are a graduate (exit type 90, 95, 96)
- **AND** student's Anticipated Year of Graduation (AYG) is >= 2021
    - o Note: GG legislation went into effect in the 2020-2021 school year impacting all students with an AYG of 2020-2021 and beyond.
- **THEN** search for matching GG records in data pipeline, matched on SASID, to meet the minimum reporting requirements for GG.
    - o Search for matching records in *any* school district and in *any* school year

Possible outcomes of this business rule:
1. Corresponding GG records meeting the minimum requirements are found, no error is triggered.
2. Student is missing a GG record meeting the minimum requirement for *English and/or Math, an error is triggered.

Methods for addressing errors:
- Upload missing GG information for the student.
- Change the student's school exit type to something other than a graduate as applicable to their individual circumstances.
- Request an exception.
    - o SE301 exceptions require both a regular exception request template **_and_** an additional supporting information form. Templates for both required pieces of information can be found on the SEY website in the 'Templates' section.
    - o Please note, SE301 exceptions are exceedingly rare.

Note: This same logic is used for the SA018 business rule on the adjustments file when records with adjustment justification code 90 or 96 are utilized, indicating a misreported graduate.

* When reviewing the Graduation Guidelines Menu of Options, English measures are synonymous with Reading/Writing/Communicating and Math measures are synonymous with Mathematics. For reporting purposes, "English" and "Math" are utilized.

Minimum Required GG Information

Each graduating students needs at least one reported English measure and one reported Math measure at or above the minimum benchmark for that measure based on the cut points outlined on the GG file layout and GG Menu of Options.

What does this look like for reporting?
- Two rows of data on the GG file per student
  - One with GUIDELINE_TYPE = 0 (English)
  - One with GUIDELINE_TYPE = 1 (Math)
- Ensure reported score value is at/above the minimum benchmark for the chosen GUIDELINE_NAME
  - Reminder: districts may report score values that are *below* the benchmark for a GUIDELINE_NAME, so a student may have a reported measure but it does not meet the minimum required score value.

Guideline Name and Description	Guideline Name Code	Accepted Guideline Score Values	Benchmark Scores	
SAT *The SAT is a college entrance exam that is accepted or required at nearly all four- year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800.*	SAT	200 – 800	**Benchmark English – 470** **Benchmark Math – 500**	

How do I report a guideline that counts for both English and Math such as ASVAB or ACT WorkKeys?
These measures must be reported twice, once with GUIDELINE_TYPE = 0 (English) and once with GUIDELINE_TYPE = 1 (Math). The exact same score is used in reporting both English and Math because the overall score for that given measure counts for both subjects.

ACT WorkKeys - National Career Readiness Certificate

Reading, Writing, Communicating, and Mathematics Bronze or higher	ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students must score at the bronze level (a score of at least 3) in all three assessments- Applied Mathematics, Graphic Literacy and Workplace Documents - and they will earn the ACT's National Career Readiness Certificate.
GUIDELINE_SCORE >= 3	Student must complete all three components of ACT WorkKeys.

ASVAB

Reading, Writing, Communicating, and Mathematics 31 on the AFQT	The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 on the AFQT are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.
GUIDELINE_SCORE >= 31	Do not report subtest scores, only the overall AFQT score.

Note: Some districts have shared that ACT WorkKeys and ASVAB require additional set-up steps in their Student Information System to ensure the scores extract correctly with two rows per student for these assessments.

District Considerations Regarding Additional Information

Districts may choose to report all attempted GG measures for any student who attempted a GG measure from the menu of options. This could include students who are not yet graduating. This could include multiple GG measures for a student.

Districts may choose to report additional information for a variety of reasons. Below are some possible considerations when deciding to report additional information.

Graduating students are checked for GG measures across _any_ reporting year, not just the current year.
- Allows data to be stored for use in future years.
- May be a simpler data extract from a district's student information system because any GG measure attempted within the current year can be reported without the need to sort through which students are graduating in the current year and which measures were attempted by younger students in anticipation of graduating in a future year.
  - Some measures, such as SAT, are typically attempted by students before they reach their 12th grade year. Districts may have scores to report for these younger students knowing they aren't ready to graduate yet.

Graduating students are checked for GG measures across _any_ district, not just their last district of attendance.
- Supports students who transfer between districts.
- Supports districts receiving transfer students as GG measures may already be reported in data pipeline by the sending even if the related information was not included in records provided to the receiving district by the sending district. (Not all districts include GG information on their records request forms, so this information may not be sent over with the request).

Reported GG data feeds the corresponding CEDAR/COGNOS reports.
- CDE provides CEDAR/COGNOS reports for use by district data respondents that support districts in monitoring GG completion. The section below provides information about these tools.
- CEDAR/COGNOS reports update throughout the school year as additional GG data is updated.
- Some of the CEDAR/COGNOS reports indicate if a student has met the minimum benchmark for a given GG measure.
- One of the CEDAR/COGNOS reports provides an overall summary of a student, showing if they've met English and/or Math minimum requirements.

GG Data is also used when determining the 'higher bar' component of the Accountability Frameworks.
- Some GG measures have a Higher Bar/PWR Diploma Endorsement cut score for use by the accountability office in determining the new PWR Measure for Performance Frameworks.
- See the [Accountability: Postsecondary and Workforce Readiness site](#) for more information regarding the new PWR "Higher Bar" measure in Performance Frameworks.

Monitoring GG with CEDAR/COGNOS Reports

The GG reports provided in the Colorado Education Data Analysis and Reporting system (CEDAR/COGNOS) are designed to support districts as they monitor GG completion for potential graduates. GG data may be uploaded at any point during the school year once the Student Interchange opens in July. Districts do not need to wait until the SEY collection opens to begin uploading their GG file. Target dates for this file are included as part of the SEY collection timeline since this is the only data collection that utilizes the GG file.

Data respondents with the LEA User or LEA Viewer role for the Student Interchange in Identity Management (IdM) have access to these reports. Data respondents and district program staff who support GG are encouraged to partner in reviewing GG information. For more information about Student Interchange Reports, see the *COGNOS Report Guide* posted on the [Student Interchange Website.](#)

Report: Graduation Guidelines – Student Summary List
- Reflects all students on your current SSA file who also have reported GG information.
  - Reflects reported measures from any year and district
- Shows the students AYG if it has been assigned.
  - AYG updates as SEY snapshots are created, so this may be '0000' for a student who is new to your district or new to 9th grade if no SEY snapshot has yet been taken for the year.
- Designed as a quick check if a student has met both English & Math measures

Student A is not yet graduating, but the reported measures show they've met state GG requirements. This information will be associated with the student in future years when they are ready to graduate (meeting local graduation requirements)

Colorado Department of Education
Graduation Guidelines: List of Students - Summary
District:
School Year: 2021-2022

Current School Code	Current School Name	SASID	First Name	Last Name	Current Grade	Current Exit Date	Current Exit Type	Anticipated Year of Graduation (AYG)	Met English Measure	Met Math Measure
			Student A		110	00000000	00	2023	Yes	Yes
			Student B		110	00000000	00	2023	No	No
			Student C		120	05192022	90	2022	No	Yes
			Student D		120	05192022	90	2022	No	No

Students C & D will trigger SE301 errors in the SEY snapshot because they are missing GG measures in one or more areas at/above the benchmark score for the reported guideline name

- Tips for using this report:
  - Upload current year SSA & GG files
  - Extract report to filter by School, AYG, and name
  - Review local information for any student who has not met GG in English and/or Math
    - Add GG measures to your GG file if student has already completed measures
    - Check that GG measures in your SIS are correctly extracting if you expect the measure should have already been reported
    - Support student in completion of missing measures
  - The exit type field will likely show '00' until students begin to be marked as graduates on your SSA file. SSA file will not allow future dates to be uploaded.

Report: Graduation Guidelines – Student Completion List
- Reflects all students on your current SSA file who also have reported GG information.
  - Reflects reported GG from any year and any district
- Only reflects reported measures. A student may have completed a measure in a prior district that has not been reported to CD

Current School Code	Current School Name	SASID	First Name	Last Name	Current Grade Level	Guideline Type	Guideline Name	Guideline Score	Met Benchmark Y/N	Reporting District Code	School Year of Completion
						Ma				0130	20202021
Student information based upon current SSA file.						Ma				0040	20202021
						Math	QAS	253	Yes	0040	20192020
						En					
						English	CAP	1	Yes	0470	20202021

Calculated based upon the benchmark scores for the specific guideline type, name and score.

Any available Graduation Guidelines records for the matching SASID across all districts and school years.

- Tips for using this report:
  - Upload current year SSA & GG files
  - Extract report to filter by School, AYG, and name

- o Use this report to dig deeper into the list of GG measures a student has attempted
- o Shows the specific score values for each reported measure
- o Shows the reporting district, which allows districts to determine if they will locally count the GG measure reported by another district for transfer students

Report: Graduation Guidelines Student History Report
- This report reflects information for a given SASID that has been reported by a CO district
- Reflects data for any student grades 9-12 that has been reported by any CO district
- One tool to assist in determining GG measures for **transfer students**
- It is best practice to upload/update your GG file frequently throughout the school year

Colorado Department of Education
Graduation Guidelines Student History Report
School Year: 2020-2021

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District/BOCES Code	Student's State ID (SASID)	School Code	Student's First Name	Student's Last Name	Student's Gender	Student's Date of Birth	Guideline Type	Guideline Name	Guideline Score	School Year of Completion	IEP Accommodation	EL Accommodation	GT Accommodation	District of Completion

- Tips for using this report:
  - o Use to quickly see all reported data on a specific student
  - o Great tool to see if an incoming student has reported measures from another district
  - o Use when researching individual student receiving a SE301 (missing GG) error in the SEY collection

Resources

- [Student Interchange Website](#) – GG File Layout, business rules, and template
- [Student End of Year Website](#) – SEY File Layout, business rules, exception request template, supporting resources for data collection, supporting resources for understanding graduation rates (AYG cohorts, graduation calculation, etc.)
- [Graduation Guidelines Website](#) – Menu of Options, Background and History, Promising Practices
- [Accountability Website](#) – Higher Bar information, PWR framework indicator information
- [Graduation Statistics Website](#) – Graduation rates, Graduation FAQs, etc.