Graduation, Dropout   
and Cohort Data Set

***Collection 6***

***2022-23 School Year***



COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF EDUCATION

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Harrisburg, PA 17126-0333

www.education.pa.gov



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# Executive Summary

The Graduates, Dropouts and Cohort Graduation Rate Data Set is an annual collection in which local education agencies (LEAs) submit to the Pennsylvania Department of Education (PDE) student level data on the completion, withdrawal or transfer of students. The collection is divided into three categories, submitted by PDE to the US Department of Education (USDE): Annual Graduate Counts, Annual Dropout Counts and Cohort Graduation Rates. This data is collected and reported in accordance with the non-regulatory guidance provided on the [USDE website](http://www.ed.gov/) in its [guidance document](file:///C:/Users/bheimbach/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/2AC43XSZ/www2.ed.gov/policy/elsec/guid/hsgrguidance.pdf).

The Annual Graduate Count is the number of students who exited secondary education with a regular high school diploma during a single school year. Neither a GED nor a special certificate program is considered a regular high school diploma. This statistic is calculated at the school level for various demographic groups. The count of graduates includes any students who graduate during the summer prior to October 1 in the upcoming school year.

The Annual Dropout Count is the number of students in a given school year, grades 7-12, who exited secondary education without a regular high school diploma and did not reenroll in another secondary educational institution that offers a regular high school diploma before October 1 of the following school year. Students who are not enrolled due to a temporary school-recognized absence due to illness or suspension, students who receive a GED without dropping out, or students who are deceased are not counted as dropouts. This statistic is calculated at the school level for various demographic groups. Students who drop out over the summer are considered dropouts for the upcoming school year, not the year they just completed.

The Cohort Graduation Rate is the percentage of students who graduate within a specified number of years of entering 9th grade for the first time. Regardless of the location of initial entry, once a student enters 9th grade for the first time, the 9th grade cohort year for that student is set. Students never receive a revised 9th grade entry date even if they are retained in grade, dropout and return, or transfer to another LEA. Only students who have received a regular high school diploma are considered graduates. The statistic is calculated at the school level for various demographic groups. Student level data submitted for the annual graduate counts and annual dropout counts is used to calculate the graduation rate. Starting graduate and dropout location are attributed to the last LEA of enrollment. Final attribution location is determined by the PDE PIMS Attribution Rules document available on the PIMS website.

# Definitions

Attribute – Assigns a student record to the responsible educating entity for cohort.

Attributable Entity – school district (SD), charter or cyber charter school (CS), comprehensive career technical center (COMCTC), intermediate unit (IU) or state juvenile correctional institution (SJCI). PDE attributes records from IUs and SJCIs but they do not receive a cohort graduation rate, graduate count or dropout count. Note: PDE does not include occupational CTC records in attribution. The sending LEA MUST report the exit status of the student.

Cohort – The number of students who enter grade 9 for the first time in a given year with adjustments. From the beginning of 9th grade, students who are entering that grade for the first time form a cohort that is subsequently adjusted by adding any students who transfer into the LEA in grades 9 thru 12 with the same grade 9 entry date and subtracting any students who transfer out, emigrate to another country, or die during that same period.

Cohort Graduation Rate (Four year cohort) – The number of students who graduate within four years with a regular high school diploma (numerator) divided by the number of students who form the cohort for the graduating class (denominator).

Cohort Year – The count of school years between the grade 9 entry date and the reporting year inclusive. Both Pennsylvania and the federal government only calculate rates and report on four, five, and six year cohorts. It does not matter if a student repeats a grade, drops out, or graduates early. Example A: a student has a grade 9 entry date of 2020-06-30. The reporting year is 2022-23. Count the 2020-06-30, 2021-06-30, 2022-06-30 and 2023-06-30 school years so the cohort is designated as the four-year cohort. Example B: a student with a grade 9 entry date of 2018-06-30 and a reporting year of 2022-23 would include 2018-06-30, 2019-06-30, 2020-06-30, 2021-06-30, 2022-06-30 and 2023-06-30 school years. The count of six school years puts the student in the six-year cohort.

Continuing Student – A student who is not reported as a graduate, dropout, or transfer by the completion of their 4th year of high school education. This is typically a student who is repeating or has repeated a year of high school but is going on to additional years of education.

Dropout – A student who exits public education without earning a regular high school diploma as defined under “graduate” or transferring as defined under “transfer.”

Dropout Date – The date the student’s parent or legal guardian notifies the school or district that the student will be dropping out or the 10th consecutive date of absence without notification.

Grade 9 entry date – The school year in which the student enters 9th grade for the first time. This is always entered as a school year, never the actual first date of school or attendance.

Graduate – Any student who receives a regular high school diploma and is reported for a school year with a graduation status code “G” and a diploma Type Code “806”. No other combination will be counted as a graduate. Non regulatory federal guidance states in 34 C.F.R. §200.19(b)(1)(iv), a “regular high school diploma” means the standard high school diploma awarded to students in a state that is fully aligned with the state’s academic content standards and does not include a GED credential, certificate of attendance, or any alternative award. The term “regular high school diploma” also includes a “higher diploma” that is awarded to students who complete requirements above and beyond what is required for a regular diploma.

GED – Student recorded with “G” Graduation Status Code, “816” Diploma Type Code, “WD04” Enrollment Withdrawal Code.

Graduation Date – The date for which the school reports the student as graduated. This is the date printed on the diploma and no further education is reported to, or funded by, Pennsylvania after this date except for the graduation ceremony rehearsal for early graduates.

Keystone Diploma – Student recorded with “G” Graduation Status Code, “826” Diploma Type Code, “WD04” Enrollment Withdrawal Code.

Non-Graduate – All students in the cohort who do not meet the definition of a “graduate” as defined above.

Reporting Year – The school year for which the report is being calculated. PDE considers the school year to start on July 1 of the starting year and run through June 30 of the ending year for the full term of school. The reporting year is typically written as 20XX-XX (e.g. 2017-18, or 2022-23).

School Year – The school year is the term of school that takes place between July 1 and June 30 of two sequential calendar years. It is designated by the final possible calendar date (June 30 of the ending year). It is written in ISO format as 20XX-06-30 (e.g. 2018-06-30 or 2023-06-30).

Transfer – A transfer into a cohort occurs when a student enrolls after the beginning of the entering cohort’s first year in high school, up to and including grade 12. A transfer out of a cohort occurs when a student leaves a school and enrolls in another school or in an educational program that culminates in the award of a regular high school diploma. A student who is retained in grade, enrolls in a GED program, transfers to a job corps. or other non-graduating entity, or leaves school for any other reason may not be counted in the four-year or extended-year graduation rate as a transfer.

Unaccounted for Student – Any student reported by an LEA without a graduate, dropout or transfer Graduation Status Code who is not reported in the next school year.

# Collection Summary

## Templates

This data set uses data submitted in the *Student* template and *School* *Enrollment* template. This collection uses the following data fields within those templates in some capacity or the data fields are under testing to be used in the future.

## Data Fields

| **Template** | **Field Name** | **Field #** | **Template** | **Field Name** | **Field #** |
| --- | --- | --- | --- | --- | --- |
| Student | District Code | 1 | Student | Location Code | 2 |
| Student | School Year Date | 3 | Student | Student ID | 4 |
| Student | Gender Code | 15 | Student | Race or Ethnicity Code | 27 |
| Student | Special Education | 38 | Student | LEP/ELL Status | 41 |
| Student | Graduation Status Code | 65 | Student | Expected Post-Graduate Activity | 66 |
| Student | Student Status | 67 | Student | Foreign Exchange Student | 73 |
| Student | Gifted and Talented | 80 | Student | Economic Disadvantaged Status Code | 88 |
| Student | Diploma Type Code | 91 | Student | Grade 09 Entry Date | 97 |
| Student | District Entry Date | 98 | Student | School Entry Date | 99 |
| Student | District Code of Residence | 117 | Student | Last Name Long | 133 |
| Student | First Name Long | 134 | Student | Middle Name | 142 |
| Student | Location Code of Residence | 165 | Student | Special Education Referral | 167 |
| Student | Funding District Code | 189 | Student | CTE Indicator | 190 |
| Student | Assessment Participation Code | 212 | Student | District of Enrollment | 217 |
| School Enrollment | Enrollment Date | 6 | School Enrollment | Enrollment Code | 7 |

## Key Data Fields

The following data fields are discussed at length in this guide. The PIMS manual is the primary source of information for the other data fields above.

**Graduation Status Code (*Student* Template, Field 65) -** This field is used to indicate the most recent withdrawal status for a student in a given year if the student is not returning to the LEA. The available codes cover a range of potential withdrawals, not just graduation. It should always reflect the last known withdrawal status of the student or be left blank if the student is continuing their education with the LEA. This data field must correspond with the latest Enrollment Code entered for the same student in the *School* *Enrollment* template. Valid codes are listed in the table below:

## Graduation Status Codes

| **Grad Status Code** | **Post Grad Activity Code Required** | **Matching Enrollment Code** | **Description** | |
| --- | --- | --- | --- | --- |
| A | Yes | WD01 | Dropped out: academic problems |
| B | Yes | WD01 | Dropped out: behavior problems |
| C | Yes | WD01 | Dropped out: child, married, or pregnant |
| D | Yes | WD01 | Dropped out: disliked school |
| G | Yes | WD04 | Graduation with regular diploma or GED |
| H | Yes | WD09 | Enrolled but did not show (Dropout) |
| I | No | N/A | Retired PAsecureID **(PDE use only**) |
| J | No | N/A | Reporting Error (**PDE approved use only**). Student reported in error but not corrected prior to student appearing in snapshot. |
| L | No | WD03 or WD06 | Left PA public school system but didn’t drop out (e.g., transferred out of PA, transferred to private school, died, etc.) |
| O | Yes | WD01 | Dropped out: other reason |
| R | Yes | WD01 | Dropped out: runaway or expelled |
| S | No | N/A | ONLY for students graduating between July 1 and September 30 (inclusive) whose graduation is reported in the prior school year, and who must be reported in the current year *Student* template because of other reporting requirements. |
| T | No | WD02 | Transferred to another LEA in PA |
| W | Yes | WD01 | Dropped out; wanted to work |
| X | No | WD11 | Transferred to another school in same LEA. **(PDE approved use only)**. This code is not required and is only used to facilitate LEAs who need to submit a matching Graduation Status Code with an Enrollment Code |

**Diploma Type Code (*Student* Template, Field 91)** - Used to report the type of diploma a student received when they are reported with the code “G” in the Graduation Status Code field. The Data Quality Engine (DQE) will require this field to be completed when the “G” code is reported, otherwise it must be blank. The three available codes are: “806” which is used for those graduates who are receiving a regular high school diploma; “816” is used for those students who dropout, enroll and complete a GED program that is monitored by the LEA; or “826” is used for students who qualify for a PDE awarded Keystone Diploma. Only students who receive a regular “806” diploma are counted as graduates. Students who receive an “816” GED or an “826” Keystone Diploma are not counted as graduates. Only students who receive their GED from an LEA-monitored program should be coded “816.”

**Expected Post-Graduate Activity (*Student* Template, Field 66) -** This field is used to indicate the student’s expected post-secondary education plans after either graduating or dropping out. If the Graduation Status Code contains a valid graduate or dropout code the Data Quality Engine will require a value in this field, otherwise it must be blank. Valid codes are listed in the following table:

## Expected Post-Graduate Activity Codes

| **Code** | **Grad / Drop** | **Expected Activity** | |
| --- | --- | --- | --- |
| 010 | Graduate | Community College -- in PA |
| 020 | Graduate | Private 2-Year College -- in PA |
| 030 | Graduate | State University -- in PA |
| 040 | Graduate | State-Related Commonwealth University -- in PA |
| 050 | Graduate | Private 4-year College or University -- in PA |
| 060 | Graduate | Other Postsecondary School (AST or ASB Degree) -- in PA |
| 070 | Graduate | Other Postsecondary School (non-degree) -- in PA |
| 080 | Graduate | 2-Year College -- not in PA |
| 090 | Graduate | 4-Year College or University -- not in PA |
| 100 | Graduate | Other Postsecondary School -- not in PA |
| 110 | Both | Farm Worker |
| 120 | Both | Homemaker |
| 130 | Both | Military |
| 140 | Both | White Collar Worker |
| 150 | Both | Blue Collar Worker |
| 160 | Both | Service Worker |
| 170 | Both | Unemployed |
| 180 | Both | Unknown |
| 997 | Both | Independent Living (IEP Only) |
| 998 | Dropout | GED/Other Education |

**Grade 9 entry date (*Student* Template, Field 97) -** This field is used to indicate the first school year that the student entered 9th grade at any LEA, equivalent educational institution in another state or country, or a private educational institution. The first time a student enters ninth grade, regardless of location, the ending date of that school year is entered for the grade 9 entry date and never changes. This date is used to determine the student’s graduation cohort. The first time the grade 9 entry date is recorded for a student it is stored in a permanent table and all future *Student* template uploads must have a matching grade 9 entry date, regardless of LEA, or the DQE will reject the upload. If the date you are attempting to use is accurate, and you have transcripts showing the student in eighth and ninth grade in subsequent years confirming that the stored date is in error you can request a data exception which will replace the stored grade 9 entry date with the one you are uploading. In order to have the data exception approved please follow these guidelines when requesting this change:

1. Requesting a correction to the grade 9 entry date of record that your LEA submitted – After correcting ALL other errors, put in a data exception request and send an email to ra-ddqdatacollection@pa.gov with the subject Grade 9 Entry Correction. State in the email that you are the original submitting LEA for the grade 9 entry date of record and are requesting approval of the exception request for the listed PAsecureID(s). PDE will verify the school years in which you reported the student in grade 8 and grade 9 and approve the request if the data corresponds with your request. If the grade levels were reported in error include a scan of the 8th and 9th grade transcript showing the correct school years in your email. You will have to submit an override and correct the current grade level for the school years that are in error before PDE will grant the grade 9 entry correction.
2. Requesting a correction to the grade 9 entry date submitted by another LEA where the PIMS Reports\_v2 Grade 9 Entry Date by Student ID lookup shows the student going from grade 8 to grade 9 in a different school year than the one listed for the grade 9 entry date of record. After correcting ALL other errors, put in a data exception request and send an email to ra-ddqdatacollection@pa.gov with the subject *Grade 9 Entry Correction*. State in the email that you are requesting the exception request be granted for the listed PAsecureID(s) because the PIMS Reports\_v2 Grade 9 Entry Lookup report shows the student entering grade 9 on the requested school year.
3. Requesting a correction to the grade 9 entry date submitted by another LEA where you have transcripts showing the student in both grade 8 and grade 9 in a subsequent year - After correcting ALL other errors, put in a data exception request and send an email to ra-ddqdatacollection@pa.gov with the subject Grade 9 Entry Correction. State in the email that you are requesting the exception request be granted for the listed PAsecureID(s) because the attached copy of the transcripts shows the student entering grade 9 for the first time on 20XX-06-30.

A Grade 9 Entry Date by Student ID report is available to see what, if any, date has been reported for a student in the Grad Drop Cohort folder of the PIMS Reports\_v2 site.

Because of this mandatory stored data for a student, it is critical that when you receive a transfer student you verify the existing grade 9 entry date for the student and match it in your Student Information System (SIS). It is also essential that you report the accurate grade 9 entry date for all students in your LEA the first time they enter 9th grade.

As of the 2014-15 school year, this field always reflects the last day of the school year in which the student first entered 9th grade. It is not the actual calendar date of the start of the student’s 9th grade year. It is entered in ISO format (20XX-06-30).

For students receiving an Individualized Education Plan (IEP) who are not in a traditional grade level system, the indicated grade level from their IEP is used to determine the grade 9 entry date. The first time their IEP indicates they’ve attained a 9th grade level of education their grade 9 entry date should be reported using the last day of the school year (20XX-06-30) for the indicated year. You should never enter a grade 9 entry date based on age or the number of years a student has been in a LEA.

As of the 2017-18 school year, only school districts, charter schools, comprehensive career technical centers and intermediate units are required to enter the grade 9 entry date for students in grades 9-12.

**Enrollment Code (*School* *Enrollment* Template, Field 7) -** This field is used to indicate the entry or withdrawal of a student in the *School* *Enrollment* template. Both entry and exit activities are given a code and must be reported in this field. This field is used to track the student’s enrollment status at a given point of time in the school year, where the Graduation Status Code shows the students final withdrawal status for the given *Student* template. Starting with the 2015-16 school year it will be used as part of the process to de-duplicate student records in the cohort. Each time you enter an Enrollment Code it is added to the student’s *School* *Enrollment* template reports. Each time a Graduation Status Code is entered it replaces the previous entry in the *Student* template.

The latest code entered into the *School* *Enrollment* template must correspond to the Graduation Status Code in the *Student* template. The list of valid codes can be found in the following table:

**School Entry and Withdrawal Codes**

| **Code** | **Description** | **Matching Student Template> Grad Status Code** | **Matching Special Ed Snapshot Template> Exit Code** |
| --- | --- | --- | --- |
| E01 | Entry: Student enrolled in a non-career and technical education (CTE) local education agency (LEA), or re-enters the LEA after being enrolled in a different LEA. | N/A | N/A |
| E05 | Entry: Student enters a part or full time CTC program that does not provide primary academics at a comprehensive or occupational CTC (CTC only)   1. Can ONLY be used by a CTC. 2. School District or Charter School will record an E01 entry for the student. | N/A | N/A |
| E06 | Entry: Student enters a part or full time CTC program that does provide primary academics at a comprehensive or occupational CTC (CTC only)   1. Can ONLY be used by a CTC. 2. School District or Charter School will usually not record a student enrollment record. | N/A | N/A |
| R11 | Reentry: Student reenters same school and location (to be used after WD11 only for change to program, grade, residency change, etc. but the student stays in same school/location). | N/A | N/A |
| R12 | Reentry: Student enters a different school/location code within the same LEA (to be used after WD12 only for program, grade, residency change, etc. resulting in a change in school/location). | N/A | N/A |
| WD01 | Student left school without transferring or dropped out:   1. Moved from district and/or to another state, not known to be in school; 2. Quit school; 3. Left school without diploma or other certification after passing age up to which the district was required to provide a free, public education; 4. Issued a General Employment Certificate, Farm or Domestic Service Exemption Permit; 5. Attends an institution that is not primarily academic (military, Job Corps, corrections, etc.) and does not offer a secondary education; 6. Attended Kindergarten and withdrew; 7. Whereabouts unknown; 8. Student kidnapped; 9. Is not in school but known to be suspended or expelled and their term of suspension or expulsion is over; 10. Is not in school but known to be expelled with NO option to return; 11. Is not in school but known to be ill, NOT verified as legitimate; 12. Attends a nontraditional education setting, such as hospital/homebound institution, residential special education facility, correctional institution, community or technical college where the program is classified as adult education that is NOT approved, administered or tracked by a regular school district; or 13. Lacks proper immunization. | A, B, C. D, O, R, or W. | 03-Readched maximum age;  04-Dropped out |
| WD02 | Student transferred to another public local educating agency (LEA):   1. Moved from district & known to be in school; 2. Transferred to or is reported by another public LEA in Pennsylvania; 3. NOT in school but known to be expelled and enrolled in another school and/or district; 4. Committed to correctional institution and is enrolled in an education program; or 5. Attends a nontraditional education setting, such as hospital/homebound instruction, residential special education facility, correctional institution, community or technical college where the program is administrated by an agency that is considered a special school district or extension of a regular school district or the program is an off-campus offering of a regular school district.   Special Education student who does not change district of residence, however, due to IEP is transferred to a special ed placement (Student record would be updated to special ed referral =Y, location code=9999, graduation status=blank). | T | 99-Transferred to another LEA in Pennsylvania, known to be continuing |
| WD03 | Student transferred to a private or nonpublic school or out of the state of PA, or out of the United States:   1. Transferred to a home schooling program; 2. Transferred to a non-public or private institution; 3. Transferred out of the state of PA or foreign exchange program; 4. Moved out of the United States, enrollment status not known; 5. Attends postsecondary institution (early college); 6. Attends an institution that is NOT primarily academic (military, possibly Job Corps, corrections, etc.) and offers a secondary education program; 7. Verified physically or mentally incapacitated; 8. Is not in school but known to be ill, verified as legitimate; 9. Is not in school but known to be suffering long-term illness and NOT receiving education services (residential drug treatment, severe physical or mental illness); 10. Is not in school but known to be suspended or expelled and their term of suspension or expulsion is not yet over; or 11. Is not in school but known to be planning to enroll late (e.g., extended family vacation, seasonal work). | L | 06-Moved out of Pennsylvania, known to be continuing |
| WD04 | Student fulfilled graduation requirements. Received some other recognized credential, such as a certificate of attendance or GED. | G | 01-Graduated with HS diploma;  02-Received GED |
| WD06 | Student deceased. | L | 09- Died |
| WD09 | Student enrolled but did not show:   1. Status is unknown; or 2. Attended summer school – was not enrolled during the regular school year. | H | 03-Reached Maximum Age;  04- Dropped Out |
| WD11 | Student changes program, grade, residency change, etc. but stays in same school/location.   1. Must immediately reenroll with an R11-Rentery same school/location code; or 2. Does not affect Full Academic year (FAY). | X (Not Required) | 05-Transferred to Regular Education  OR  N/A |
| WD12 | Student changes program, grade, residency change, etc. resulting in a change in school/location within the same LEA.   1. Must immediately reenroll with an R12-Reentery to different school/location code within the same AUN; or 2. Does affect Full Academic Year (FAY). | X (Not Required) | 05-Transferred to Regular Education OR  N/A |

# Annual Graduates and Dropouts

## Overview

Graduates, dropouts, transfers, and other withdrawals from an LEA are collected in the same data templates. When submitting data for this collection the *Student* template and the *School* *Enrollment* template are the only templates required. Within the *Student* template an LEA must ensure it continues to report all other data associated with the *Student* template while submitting the data relevant to the withdrawals in Graduation Status Code (Field 65), Expected Post Graduate Activity (Field 66) and Diploma Type Code (Field 91). Within the *School* *Enrollment* template an LEA must report the withdrawal of the student, using the appropriate code in Enrollment Code (Field 7) to correspond to the code used in the Graduation Status Code of the *Student* template.

These templates are open year round in the C6 collection window or the C1 collection window depending on the time of year and can be updated as withdrawals and graduations happen. The reporting of graduations and withdrawals must be completed by the graduation, drop, cohort due date listed in the PIMS calendar.

Caution: These templates are used by other collections. Uploading to those other collections can overwrite data you’ve reported for this collection and vice versa. That most commonly happens when data that is maintained by a separate group, who does not work with graduation data in your LEA, uploads data such as special education information.

## Who Must Report

School districts, charter schools, intermediate units, comprehensive full-time career and technical centers, and state juvenile correctional institutions with students in grades 7 through 12 are required to review their data for this collection. PIMS only needs updates for students that graduated, dropped out, or transferred out.

Other student level data may need to be uploaded or corrected in PIMS to ensure an accurate cohort graduation rate. Not all LEAs will need to report all types of students, as this is dependent on the student’s situation and the type of LEA.

## Initial Student Reporting

The *Student* template is the foundation for student reporting; it must be submitted to PIMS prior to submitting any template that requires student data. All reporting for graduation, dropouts and transfers requires a student record to be submitted. In addition to the student record, most student exits require a School Enrollment record. All reporting for the Gradation, Dropout, and Cohort Data Set relies on the *Student* template’s accuracy. For a complete explanation of the student and school enrollment reporting process, please see the October Student Data Set How-To Guide on the [PDED website](http://education.pa.gov) > Data and Reporting > PIMS > Resources and Trainings > How-To Guides.

## **Who Are Graduates?**

A graduate is a student who receives a regular high school diploma. For the purposes of graduation rates, a GED and Keystone Diploma do not count as a graduate. Students who walk with their peers at a graduation ceremony but have not earned an official diploma are not to be reported as graduates until they earn and receive their official diploma. The date the official diploma is earned is the date of graduation, not the date of the graduation ceremony. PDE does not recognize the “banking” of diplomas or any equivalent as meeting the requirements to report a student as a graduate.

## How to Report Graduates

**Regular Graduates** - Review all data fields in the *Student* template for each student and update any as necessary. In Graduation Status Code (Field 65), use code “G” for graduates. In Diploma Type Code, use “806” to represent a regular high school diploma, use “816” to represent a student who received a GED in a school monitored program, or use “826” to represent a student who was awarded a Keystone Diploma from PDE. Students who receive a GED or a Keystone Diploma do not count as a graduate or dropout. In Post-Graduation Activity Code use the appropriate code for the student. See the Expected Post-Graduate Activity Codes table in the previous section for valid entries.

For students reported with a “G” code in Graduation Status Code in the *Student* template, use “WD04” for Enrollment Code in the *School* *Enrollment* template. This should be the most recent record for the student in the *School* *Enrollment* template and should correspond with the last date the student attended classes or their graduation ceremony, whichever is later.

**Summer Graduates** - The student has until September 30 of the next school year to complete graduation requirements to count as a graduate for the school year that ended June 30. Summer graduations can be reported in the *Student* template for the year **just completed**. If a student is reported in the upcoming school year template, the graduation will NOT be counted until the end of that upcoming school year in the extended cohort graduation calculation.

The same fields and values used to report school year graduates in the *Student* template are used when reporting summer graduates. In Graduation Status Code, use code “G” to represent a graduate. In Diploma Type Code, use “806” to represent a regular high school diploma, use “816” to represent a GED in a school-monitored program, or use “826” to represent a Keystone Diploma that has been awarded by PDE. Students who receive a GED or a Keystone Diploma do not count as a graduate or dropout. In Post-Graduation Activity Code, use the appropriate Post-Graduation Activity Code for the student.

*School* *Enrollment* template records for summer graduates are reported using code WD04 and the last day of the school year just ended as the enrollment date. To accurately count the student, PIMS requires the last calendar day of that school year (20XX-06-30) be used for the Enrollment Date (Field 6) in the *School* *Enrollment* template. Example: a student completes a summer program on September 3 after the normal school year end date of 2023-06-30. If 2023-09-03 was used for the graduation date in the Enrollment Date field, PIMS would reject the record. Instead, enter 2023-06-30 for the graduation date in the Enrollment Date field.

A graduation record is usually the final *Student* template record entered for a student. However, if a summer graduate is a special education student and the special education student has received services on or after July 1, then you will need to upload a *Student* template record into the NEXT school year to meet special education reporting requirements. A *School Enrollment* template record is not required. When submitting this record, you must use the code “S” in Graduation Status Code as this will waive the requirement that a *School Enrollment* template record exists and ensure that the additional record does not interfere with the graduate record when calculating graduation and cohort information.

**Career and Technical Education Center Specific Rules -** Comprehensive CTCs should report a student as a graduate using the above guidance. Occupational CTCs do not receive a cohort graduation rate and the graduation **must be reported by the sending LEA**, typically the district of residence. As of the 2017-18 school year, occupational CTC records are not attributed, and their graduation reporting activity (grade 9 entry date, dropouts, transfers or graduation) is not utilized by the graduation, dropout, and cohort collection.

**Intermediate Unit Specific Rules -** Intermediate units do not receive a cohort graduation rate but **must report the graduation, dropout, or withdrawal** to be **attributed to the sending LEA**, typically the district of residence.

## How to Report Dropouts

**Regular Dropouts** – Any student who drops out during the regular school year should be reported in the *Student* template with the appropriate code in Graduation Status Code (Field 65). Post Graduate Activity Code (Field 66) should have the appropriate code entered for that student. See the Expected Post-Graduate Activity Codes table in *Basics of Key Data Fields* section above.

A record should be entered in the *School* *Enrollment* template reporting the date the student officially withdrew using the code “WD01” or “WD09” for Enrollment Code (Field 7).

**Summer Dropouts** – Any student who drops out after a school year ends is considered a dropout for the following school year. They do not get reported as a dropout in the *Student* or *School Enrollment* templates of the year that was just finished. Any student who changes their mind and attends a secondary educational institution that offers a regular high school diploma before October 1 of the next school year does not have to be reported as a dropout. If they do not re-enroll in such a school prior to October 1 they must then be reported as dropout in the *Student* and *School Enrollment* templates for the new school year in which they did not attend. Use the appropriate Graduation Status Code for the *Student* template and report the dropout in the *School Enrollment* template using entry/withdrawal code “WD01.” The first valid date for thetemplate is July 1, so any dropouts occurring between the end of the previous school year and June 30 should be reported with a *School Enrollment* template record entry/withdrawal date of July 1 or later in the new year’s template.

These students do not count as a dropout until the report is created for the new school year.

Special education students aged 14 or older are required to be reported in the *C4 Special Education* collection with an exit date in the same school year template in which they exited school.

Example: a 17-year-old special education student drops out June 20, 2023, the day after school ends in the 2022-23 school year for your LEA and does not re-enroll prior to October 1 of the 2023-24 school year. They are marked as a dropout in the 2023-24 *Student* and *School Enrollment* templates with an entry/withdrawal date of 2023-07-01 or later. They do not count as a dropout in the dropout count report for the 2022-23 school year report. To meet special education reporting requirements, they are marked as exiting in the 2022-23 school year special education collection with an exit date of 2023-06-20 for the 2023-06-30 school year.

**Reenrollments -** Any student who reenrolls in a secondary educational institution ceases being a dropout if the reenrollment occurs prior to October 1 of the next school year. For example: A student drops out of school on May 1, 2023 and reenrolls at a later date. If the date they reenroll is October 1, 2023 or later, they remain a dropout for the 2022-23 school year. If the date they reenroll is September 30, 2023 or earlier, they are no longer a dropout for the 2022-23 school year.

This reenrollment can occur in one of five variations.

1. The student reenrolls at the same LEA prior to the end of the school year in which they dropped out:
   1. Upload a new *Student* template record in the current school year’s template with a blank Graduation Status Code.
   2. In the *School* *Enrollment* template, submit a record with Enrollment Code set to E01 and the Enrollment Date (Field 6) set to the reenrollment date.
2. The student enrolls in a different LEA prior to the end of the school year in which they dropped out:
   1. Upload a new *Student* template record in the current school year’s template with the Graduation Status Code “T” or “L” as is appropriate for the transfer.
   2. In the current year’s *School* *Enrollment* template, submit a record with Enrollment Code set to E01 and the Enrollment Date (Field 6) set to the day before the reenrollment date at the new LEA.
   3. In the current year’s *School* *Enrollment* template, submit a record with Enrollment Code set to “WD02” if the *Student* template Graduation Status Code is “T” or “WD03” if the *Student* template Graduation Status Code is set to “L.” Set the Enrollment Date to the date before the reenrollment at the new LEA. Note that both *School Enrollment* records can be uploaded in the same batch with the *Student* template record as long as the “E01” record is before the “WD02” or “WD03” record in the submission file.
3. The student re-enrolls in the same LEA in the next school year prior to October 1:
   1. Upload a new *Student* template record in the school *Student* template of the school year in which they exited with a blank Graduation Status Code.
   2. Upload a new *Student* template record in the school *Student* template of the next school year with a blank Graduation Status Code.
   3. In the *School* *Enrollment* template for the next school year, submit a record with Enrollment Code set to E01 and the Enrollment Date (Field 6) set to the re-enrollment date.

**Note**: Any reports generated prior to the reenrollment, including internal snapshots, will not reflect this change.

1. The student returns to a different LEA in the next school year prior to October 1:
   1. Upload a new *Student* template record for the school year in which they exited with a blank Graduation Status Code.
   2. Upload a new *Student* template record for the next school year with a “T” or “L” Graduation Status Code.
   3. In the *School* *Enrollment* template for the next school year, submit a record with Enrollment Code set to E01 and the Enrollment Date (Field 6) set to the July 1 of the new school year.
   4. In the *School* *Enrollment* template for the next school year, submit a record with Enrollment Code set to “WD02” if the *Student* template Graduation Status Code is “T” or “WD03” if the *Student* template Graduation Status Code is set to “L.” Set the Enrollment Date to July 1 of the new school year. Note that both *School Enrollment* records can be uploaded in the same batch with the *Student* template record as long as the “E01” record is before the “WD02” or “WD03” record in the submission file.

**Note**: Any reports generated prior to the reenrollment, including internal snapshots, will not reflect this change.

1. The student returns to any LEA (even the one they dropped out from) on or after October 1 of the next school year:
   1. Make no changes to the existing records. The student remains a dropout for the year they withdrew.
   2. You must reenroll the student in the next year as a normal enrollment. The grade 9 entry date for this enrollment must match the original, pre-dropout, grade 9 entry date.

**Career and Technical Education Center Specific Rules -** Comprehensive CTCs should report dropouts and reenrollments using the above guidance. Occupational CTCs do not receive a cohort graduation rate and dropouts and reenrollments **must be reported by the sending LEA**, typically the district of residence. As of the 2017-18 school year, occupational CTC records are not attributed, and their graduation reporting activity (grade 9 entry date, dropouts, transfers or graduation) is not utilized by the graduation, dropout, and cohort collection.

**Intermediate Unit Specific Rules** **-** Intermediate Units do not receive a cohort graduation rate but **must report the graduation, dropout, or withdrawal** to be **attributed to the sending LEA**, typically the district of residence.

**Compulsory Education -** Although students who are of compulsory age to attend school may not dropout, they may become truant and not attend school for an extended period of time. Any student who is absent from school for 10 or more consecutive unexcused days is considered a dropout for the purposes of graduation cohort reporting and should be reported as such following the guidance earlier in this section.

You can continue to report membership for the student on the *Student Calendar Fact* template while undertaking truancy proceedings and pursuing compulsory education. You do not re-enroll the student in the *School Enrollment* template.

If they return to your school or they are identified as transferring to another secondary educational institution that offers a regular high school diploma reenroll the student in the *Student* template and *School Enrollment* template following the reenrollment rules above.

## How to Report Transfers

**Transfers During The School Year** – Any student who transfers during the regular school year should be reported in the *Student* template with a “T” for transfers to another public school in Pennsylvania or “L” for transfers to a private school or public school outside of Pennsylvania in the Graduation Status Code (Field 65). In the *School* *Enrollment* template, submit a record with Enrollment Code (Field 7) set to “WD02” (corresponds with Graduation Status Code “T”) for transfers to another public school in Pennsylvania or “WD03” (corresponds with Graduation Status Code “L”) for transfers to a private school or public school outside of Pennsylvania or leaves public education to become home schooled. Set the Enrollment Date (Field 6) to the actual transfer date which is the date of last attendance.

**Summer Transfers** – Any student who transfers after a school year ends is considered a transfer for the following school year. They do not get reported as a transfer in the *Student* or *School Enrollment* templates of the year that was just finished. Use the “T” or “L” Graduation Status Code for the *Student* template and the corresponding “WD02” or “WD03” in the *School Enrollment* template. The first valid date for the template is July 1, so any transfers occurring between the end of the previous school year and June 30 should be reported with a *School Enrollment* template record entry/withdrawal date of July 1 in the new year’s template. Even though you are reporting the student in the upcoming year’s template, the student is not counted as enrolled for child accounting purposes.

Special education students aged 14 or older are required to be reported in the C4 Special Education Collection with an exit date in the same school year template in which they exited school.

Example: a special education student who transfers June 20, 2023, the day after school ends in the 2022-23 school year for the LEA, is marked as a transfer in the 2023-24 *Student* and *School Enrollment* templates with the enrollment/withdrawal date of 2023-07-01. They are reported with 2023-06-20 for the exit date in the 2023-06-30 school year special education collection.

**Documentation of Transfers -** The US Department of Education requires that LEAs receive and maintain documentation of transfers. An LEA may not consider a student a transfer unless it knows with certainty that the student has enrolled in another secondary educational institution that offers a regular high school diploma. If documentation is not received in a timely manner and the student has been reported as a transfer, you must correct the record to indicate a dropout. The federal non-regulatory guidance says the following:

A-27. What documentation is required to confirm that a student has transferred out--i.e., transferred to another school or to an educational program that culminates in the award of a regular high school diploma?

To confirm that a student transferred out, a school or LEA must have “official written documentation” that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma (34 C.F.R. §200.19(b)(1)(ii)(B)(1)). In the case of a student who moves to another public school within the State, that transfer would most likely be officially documented and recorded in the State’s data system; thus, a record from the State’s data system would be considered official written documentation. Other examples of official written documentation include: a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma); or a written record of a response from an official in the receiving school or program acknowledging the student’s enrollment. With respect to a home schooled student, official written documentation may include, for example, a letter of withdrawal or other written confirmation from the parent or guardian; any documentation that meets the home school notification or compulsory attendance requirements in the State; or any other written documentation accepted in the State to verify a child is home schooled. A conversation with a parent or neighbor of a student, for instance, would not be considered official written documentation of a transfer.

Some examples of acceptable official written documentation:

1. A request for records from the receiving secondary institution.
2. An official letter from the receiving secondary institution confirming the enrollment of the student.
3. An email from an administrator from the receiving secondary institution confirming the enrollment of the student.
4. Written documentation of a phone conversation with an administrator from the receiving secondary institution confirming the enrollment of the student.

All documentation should, at a minimum, contain a record of which student’s transfer is being confirmed, when the transfer occurred, who is confirming the transfer at both the sending and receiving institution, contact information for those confirming the transfer, and date of the confirmation.

**Career and Technical Education Center Specific Rules -** Comprehensive CTCs should report transfers using the above guidance. Occupational CTCs do not receive a cohort graduation rate and transfers **must be reported by the sending LEA**, typically the district of residence. As of the 2017-18 school year, occupational CTC records are not attributed, and their graduation reporting activity (grade 9 entry date, dropouts, transfers or graduation) is not utilized by the graduation, dropout, and cohort collection.

**Intermediate Unit Specific Rules -** Although Intermediate Units do not receive a cohort graduation rate, **they must report the transfer if the student is exiting the Intermediate Unit.** If the student is transferring to a different sending LEA but remaining with the IU, the IU should report the transfer using WD11 withdrawal and immediate R11 enrollment on the day of registration at the new LEA.

## How to Report Other Withdrawals

**Death of a Student -** If a student has not previously been reported as a graduate or dropout and passes away while they are enrolled, they are to be removed from the cohort. In the *Student* template, enter the code “L” into Graduation Status Code (Field 65). The code “WD06” is the appropriate code to use in Enrollment Code (Field 7) in the *School* *Enrollment* template to indicate that the student is deceased. If the student was currently a dropout or had previously graduated, do not change their Graduation Status Code or the latest withdrawal record.

**Student Reaches Maximum Age -** If a special education student reaches maximum age and will be withdrawn from the LEA without a diploma or Notice of Recommended Educational Placement (NOREP), report the student as a dropout following the *How to Report Dropouts* guidance section above.

If a special education student reaches maximum age, is exiting without receiving a regular high school diploma but did complete a state or LEA-approved education program, which is typically indicated by the issuing of a NOREP, or if a student reaches the maximum age and receives a diploma, report them as a normal graduate as indicated in the *How to Report Graduates* section above.

**Student Enrolls but Does Not Attend -** If a student enrolls in an LEA but does not attend a single day of school, the student is a dropout for the enrolled LEA unless they enroll at another LEA before October 1 of that school year. If the student did enroll at another LEA, record them as a transfer as explained in the *How To Report Transfers* section above. If the student could not be confirmed to have enrolled at another LEA, then they are considered a dropout and should be reported with code “H” in the Graduation Status Code field and the corresponding code “WD09” should be used in the *School* *Enrollment* template.

**School Transfers, Residency or Program Changes -** Use of the WD11/R11 and WD12/R12 *School Enrollment* template codes for tracking student mobility within an LEA, these codes do not impact the graduation cohort data set. For more details on their use, see the October Student Data Set How-To Guide.

# Cohort Graduation Rate

## Overview

The cohort graduation rate is a federally mandated calculation used to determine what percentage of students graduate within a given number of years of entering grade 9 for the first time. The calculation is based on data submitted into the *Student* and *School* *Enrollment* templates. This information is used to place the student into the four, five, or six year cohort for the given school year, determine the LEA of record, and determine if the student is to be considered a graduate or non-graduate.

Once the correction window has closed for a school year, the data is frozen in place and no further edits are permitted. This is essential to maintain the records that show an audit trail. PDE does not look at records from future years that may have been entered for a student. The cohort file and attribution is based on the data reported through the end of the school year being reported. Summer transfers or dropouts that are recorded in the next year’s *Student* template are not considered until that year is reported.

## Defining the Cohort Years

Each LEA’s cohort is comprised of all students who entered 9th grade for the first time a specified number of years ago who are attributed to a particular LEA. PDE and the federal government calculate and report four, five and six year cohorts. Students’ placement into a cohort is based on the unique grade 9 entry date stored for each student. Because students transfer to and from any given LEA during the course of their education, the cohort includes students who’ve transferred into an LEA and removes students who have transferred away as recorded by a “T” or “L” graduation status code.

Each of the cohort graduation rates uses a different cohort of students when calculating the graduation rate. Students in the four-year cohort will have entered grade 9 four years before the reporting year regardless of when or if they’ve graduated. Students in the five-year cohort will have entered grade nine for the first time five years before the reporting year, regardless of when or if they’ve graduated. The six-year cohort follows the same pattern including students who entered grade nine six years previously, regardless of when or if they’ve graduated.

## Determining Cohort Status

Within a single LEA, a student can be considered a graduate or non-graduate. A student can never have more than one graduation status in a single cohort graduation rate, but they may change their graduation status from one cohort to the next. An example of this would be a student who does not complete all the graduation requirements in four years and is considered a non-graduate in the four-year cohort but does complete the requirements and graduates the next year and would be considered a graduate in the next school year’s five-year cohort graduation rate.

If a student was reported as a graduate (“G” Graduation Status Code & 806 Diploma Type Code) in the *Student* template for the reporting school year, they are considered a graduate.

All other combinations, including students who have a dropout graduation status code, students receiving a GED (“G” Graduation Status Code & “816” Diploma Type Code), students receiving a Keystone Diploma (“G” Graduation Status Code & “826” Diploma Type Code), and students who did not complete their graduation requirements within four years of entering 9th grade, even if they’re still enrolled and progressing towards earning a regular high school diploma, are considered non-graduates.

## Building the Cohort

Excluding inactive, special education exit students and LEA types that are removed from the cohort, PDE finds the most recent school year record for the school district, charter school, comprehensive CTC or intermediate unit. This will return the latest available records for students in secondary grades that should be attributed. There may be multiple records for a student due to transfer, dropout and re-enrollment records or reporting errors.

## Attribution of Students

Attribution is the process of assigning the prioritized student record to the LEA that is accountable for the student’s graduation status. Only public LEA’s that receive a Future Ready PA Index graduation rate are attributable. These are school districts, comprehensive CTCs and charter schools that have a 12th grade. Other LEAs such as intermediate units and occupational part time CTCs are educating students on the behalf of the attributable LEA and their report is attributed back to the sending LEA.

The process is divided into two parts: attribution performed by PDE using data submitted into PIMS, and attribution performed by LEA staff at the school districts by logging into the Data Recognition Corporation (DRC) website.

In October, LEAs must run the Preliminary Attribution Reports (See Online Reports Section Below) and make corrections, so all transfers, dropouts and graduations are correctly listed. Any student remaining in the cohort due to omission of transfer, dropout or graduation reporting will remain in the LEA’s cohort as a non-graduate. Corrections to erroneous reporting will not be possible using the DRC attribution system.

In December of each school year, the DRC attribution system will be available to make corrections to students who need to be attributed to another district. This is permissible only in cases where a student was placed incorrectly into one district and must be moved to another. Changes to graduation status are not possible during the DRC attribution window and no students will be deleted. The opportunity to view all students in the cohort is available starting in October and by correctly reporting the student as a transfer, updating student status, or correcting the grade 9 entry date students will be removed from the cohort. The DRC Attribution window is only to move the student record from one LEA to another and is approved on a case by case evaluation. Training on the DRC attribution system is provided by DRC in the late fall of each year.

The following table highlights common reporting situations and how to correctly report the student, so they are correctly attributed:

## Attribution Reporting Scenarios



**Attribution Reporting Scenarios (Cont.)** **Attribution Reporting Scenarios (Cont.)**

**Attribution Reporting Scenarios (Cont.)** 

## Record Prioritization

Based on grade 9 entry date and the information provided above, PDE will select all appropriate records for the cohort and prioritize and attribute the record to one single LEA in only one cohort following these rules:

**Step 1 - Selecting Records**

Select all attributable student records with a grade 9 entry date in a cohort who do not have a 'S', 'J', or 'I' grad status code.

**Step 2 - Current Records**

Select all records from the most recent reported school year for the student.

**Step 3 - Assign Prioritization**

**Using records from step 2:**

1. Assign **Highest** priority to graduate records from COMCTC. Prioritizes student’s primary education record over school district records reported for other reasons.
2. Assign **High** priority to graduate records from SD, CS, and IUs. Graduate records are prioritized to ensure the record indicating completion of public education is utilized.
3. Assign **Medium** priority to remaining records that are not Special Ed Referral = ‘Y’
4. Assign **Low** priority to Special Ed Referral = 'Y' AND Location Code = '9999'. Student is referred to the reporting entity whose record is attributed. If the primary educating entity is not a reporting entity due to private placement, then referring entity’s record is selected.

**Step 4 - Deduplication**

**Using the highest priority records available from Step 3 select one unique record per student ID based on the following order of selection:**

1. District Code of Enrollment = Submitting District. When the submitting district has enrolled the student, they are responsible for the primary education.
2. Most Recent Enrollment Date. Most recent enrollment date shows the date the activity took place and is the record to be attributed when there are duplicates.
3. Funding District = Submitting District. Funding district is responsible for determining the educational placement.
4. District of Residence = Submitting District. If all previous rules have been identical, the district of residence is accountable.
5. Most recently submitted record. Ensures no duplicate student records are included.

**Step 5 – Attribution\***

**Using the prioritized record from Step 4:**

Removed From Cohort:

1. Home schooled students reported in PIMS (Student Status ‘A’) – PIMS Attribution Rule 29.
2. Foreign exchange students – PIMS Attribution Rule 10.
3. Students whose prioritized record is a transfer – PIMS Attribution Rules 1 through 7.

Attributed to the State:

1. Court placed (Student Status 'B') – PIMS Attribution Rule 8.
2. Agency placed (Student Status 'R') - PIMS Attribution Rule 8.

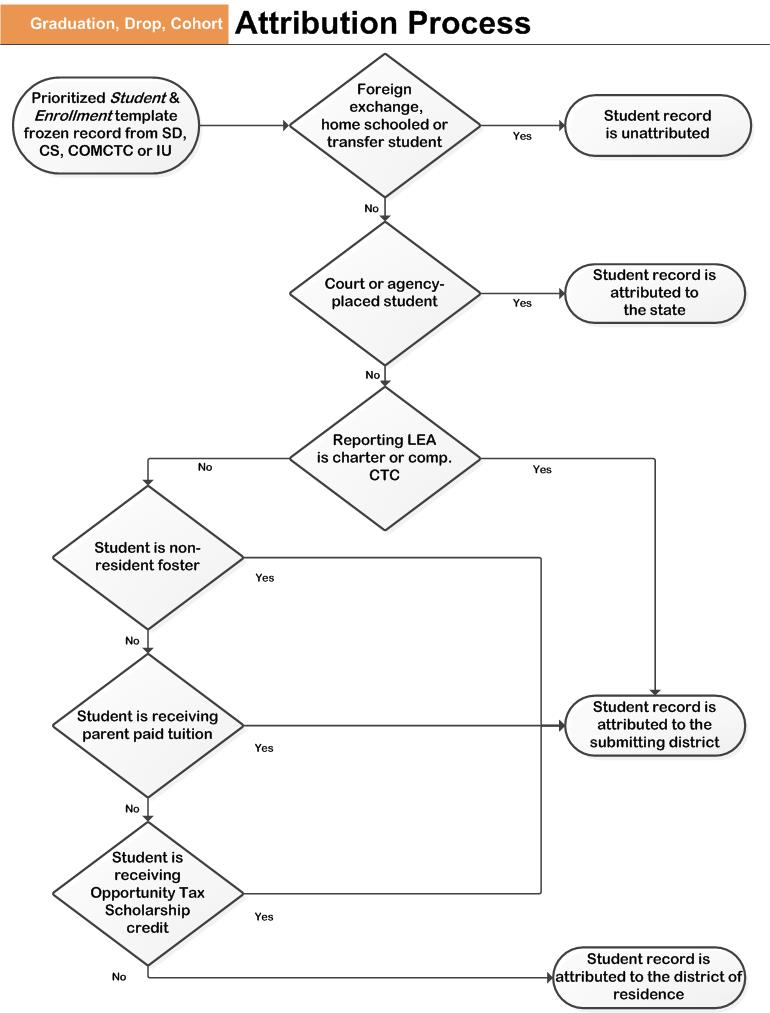
Charter or Comp CTC org types or Student Status = U, V, W)

1. Submitting district – PIMS Attribution Rule 5 (CS), 6 (COMCTC), 11 (Student Status ‘U’), 12 (Student Status ‘V’), or 13 (Student Status ‘W’).

District of Residence

1. All remaining prioritized records – PIMS Attribution Rule 1 (SD) or 2 (IU).

\* Records attributed to a school without a grade 12 or location 9999 will be counted at only the LEA and state level. Records attributed to an LEA without a grade 12, AUN 999999999 or AUN 888888888 will be counted at only the state level.



# PIMS Reports\_v2 Directory

All PIMS Reports\_v2 related to the Graduates, Dropouts and Cohort Graduation Rate collection are found by logging into your PDE Applications and going to PIMS Reports\_v2. LEA reports for this collection are located in the **PIMS Reports\_v2 > Student > Grad Drop Cohort** folder. Sub-folders are available containing reports specific to cohort, dropout, and graduation reports.

## Top Level Graduation, Dropout and Cohort Data Set Reports

*LEA Profile and ACS with Graduation and Dropout Data* - Multi-tab *Student* template report displays graduate and dropout information to be printed, verified, signed by the LEA and returned to the state signifying that the LEA certifies the accuracy of the graduate and dropout data provided.

*Non-Cohort Unaccounted for Students* - Presents a list of students who you reported in a previous year’s *Student* template without an exit grad status code and have not reported in the selected year’s *Student* template. Correct these student’s by reporting them in the next year’s template or adding an exit grad status code in the last year they were reported.

*Year-Over-Year Change* - Shows student counts for the selected year and the previous year, broken into the various demographic groups that are used for reporting to EdFacts, The *Future Ready PA Index* and the education.pa.gov website. Used as a comparative validation tool. In most cases the change in graduate counts from one year to the next should be similar to a change in enrollment.

## Grade 9 Entry Date Verification

*Student Grade 9 Entry Lookup -* LEAs can run this report and enter the PAsecureID of any student they are enrolling in their district. The fixed grade 9 entry is displayed for the student, as well as school years and grades reported for each school year for that student. You do not have to have a student in your template to run this report so it is most useful for determining the grade 9 entry date for students who are just enrolling at your LEA.

*Student ID Search – Grade 9 Entry Dates -* This report will show each LEA who has reported a student in grades 8 thru 12, the reported school year at that LEA, the reported grade 9 entry date by that LEA, and reported graduation status if any. This report can assist you with determining what should be reported for the grade 9 entry date and what LEA to contact for additional information. Students must be reported in your *Student* template before they can be viewed in this report.

*Students with Conflicting Grade 9 Entry Dates -* This report shows each student in for your LEA whose fixed grade 9 entry date is in conflict with the grade 9 entry date you’ve reported for the student for the selected year’s *Student* template. It displays the grade level, grade 9 entry school year and graduation status for the student as well as the fixed grade 9 entry school year and AUN whose record was used to determine the grade 9 entry school year. It also displays the earliest school year the student was reported in grade 9. This can help determine which students need to be investigated to resolve grade 9 conflicts.

*Earliest Reported Grade 9 School Year Conflicts -* This report displays the students from the selected school year’s *Student* template whose reported grade 9 entry date matches the fixed grade 9 entry date but does not match the first school year in PIMS in which the student was reported in grade 9. In most cases this is an error, either in the reported grade 9 entry date, or in the school year reported. There are cases where this is not an error as a student may have entered Pennsylvania Public Education for the first time after repeating grade 9 in another state or private school.

## Cohort

*4-Year Cohort List without Attribution* - Detailed list of students identified with a grade 9 entry date associated with a graduation cohort, identified unaccounted for students and continuing students. Four years of student graduation status is displayed based on the specified school year grouped by student name in one row.

*5-Year Cohort List without Attribution* - Detailed list of students identified with a grade 9 entry date associated with a graduation cohort, identified unaccounted for students and continuing students. Five years of student graduation status is displayed based on the specified school year grouped by student name in one row.

*6-Year Cohort List without Attribution* - Detailed list of students identified with a grade 9 entry date associated with a graduation cohort, identified unaccounted for students and continuing students. Six years of student graduation status is displayed based on the specified school year grouped by student name in one row.

*Frozen Data PDE Attribution Cohort Graduation Detail* - Shows LEAs a listing of students who will be included in the LEA’s DRC attribution list, with graduation status and demographic information. LEAs will be able to review this and request corrections during the DRC Attribution Window.

*Frozen Data PDE Attribution Cohort Graduation Summary* - Shows LEAs a summary count of students who will be included in the LEA’s DRC attribution list, grouped by graduation status and demographic information. Corrections during the DRC Attribution Window will change the counts displayed in this report.

*Frozen Data Final Cohort Graduation Detail* - Shows LEAs a listing of students who will be included in the LEA’s final cohort graduation report, with graduation status and demographic information. PDE summarizes this information for federally mandated reports and publication. Corrections cannot be made to this information.

*Frozen Data Final Cohort Graduation Summary* - Shows LEAs a summary count of students who will be reported in the LEA’s federal and state cohort graduation reports. Corrections cannot be made to this information.

*Live Data PDE Attribution Cohort Graduation Detail* - (Available after correction window). Shows LEAs a listing of students included in the cohort who, as they are currently reported, will be included in the LEA’s DRC attribution list. Each student is listed by the reporting LEA and where PDE is attributing them according to the attribution map. Used to prepare for DRC attribution window.

## Dropout

*Dropout Counts by School Verification Report (Preliminary and Summary)* - Summary of the LEA’s dropouts for the given reporting year. This is the data that will be published on the Future Ready PA Index, education.pa.gov website and sent to EdFacts for dropout reports. The preliminary report is from live data which continually changes during the course of a year. The final report is based on frozen data figures to match the published data and is not updated to reflect changes from overrides that you have requested.

*Dropouts who Reenrolled* - Helps you find students you reported as a dropout who are also reported at another LEA. This may help you find students who enrolled elsewhere. Report counts as verification of enrollment. Can be used as written documentation of a transfer, the school of enrollment issues a regular high school diploma.

## Graduate (Non-cohort)

*Graduation Status Student Detail Verification -* Detail list of each student who is being counted as a reporting year graduate, reporting year dropout or reporting year transfer. Used to verify how each student in your *Student* template is being counted irrespective of their cohort. It is used to provide the detail behind both the Dropout Publication Reports and the Graduation Summary Reports.

*Graduation Summary (Preliminary and Summary)* - Summary of the LEA’s non-cohort graduations for the given reporting year. This is the data that will be published for non-cohort education.pa.gov website graduation files. The preliminary report is from live data which continually changes during the course of a year. The final report is based on frozen data figures to match the published data. It is not updated to reflect changes from overrides that you have requested.

# Timeline

### During the School Year

* Record all students in the Student and School Enrollment templates as required.
* Submit transfers and dropouts (and potentially early graduates) into the *Student* and *School* *Enrollment* templates as they occur.
* Review list of reported students by running the 4, 5, and 6 Year Cohort List Without Attribution reports. Review this list with administrative staff to ensure it is accurate.

### May – June

* Submit all on-time graduates as they occur.
* Clean up any remaining dropouts or transfers that occurred during the regular school year.
* Maintain list of students who will be summer dropouts or transfers.
* Review list of reported students by running the 4, 5, and 6 Year Cohort List Without Attribution reports. Review this list with administrative staff to ensure it is accurate.

### July – September

* Check PDE PIMS Website for information about changes to reporting, policy or training materials.
* Submit summer graduates as they occur.
* Report summer transfers and summer dropouts.
* Review list of reported students by running the 4, 5, and 6 Year Cohort List Without Attribution reports. Review this list with administrative staff to ensure it is accurate.

### October

* Run the report Dropouts Who Re-enrolled to find students who you no longer need to report as dropouts (because they reenrolled somewhere else).
* Run the report Graduate Validation Report to ensure the students reported as graduates are accurate.
* Run the report Dropout Counts by School Verification Report to ensure the students reported as dropouts are accurate.
* Run the 4, 5, and 6 year Frozen Data PDE Attribution Cohort Graduation Summary report and review list of reported students with administrative staff to ensure it is accurate. Correct and missing graduation statuses, student statuses, and enrollment records immediately.

### November

* Repeat steps from October to ensure all data is accurate. Be alert for changes due to other uploads such as the Special Education template that may have overwritten graduation information.
* Look for students on the Frozen Data PDE Attribution Cohort Graduation Summary who have been attributed to you from other LEAs. Review these students with school administration and contact the submitting LEA for any that are inaccurate and request they correct their report.
* Note remaining students you are not able to correct with your data submissions and that the submitting LEA has not corrected for later use. Prepare any documentation to support why the attribution is in error (Requests for records, transcripts, etc.)
* Submit the Grad Drop ACS.

### December

* Log into DRC attribution system and request the students who are on your list but should not be to be moved to the correct district.

# Frequently Asked Questions

Q: Do all students need to have a withdrawal record at the end of the year?

A: All withdrawals must have a record in the *School Enrollment* template. Students who are continuing to another year of education do not need a withdrawal code.

Q: What documentation do I need to have in order to report a student who has emigrated from the United States?

A: According to the Federal Non-Regulatory Guidance an “… LEA must have written confirmation that a student has emigrated to another country…but need not obtain official written documentation.” For example, if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student’s file. The regulations do not require written documentation to be official for a student who emigrates to another country because the Department recognizes that it may be difficult, if not impossible, to obtain transcripts or other official documentation from another country confirming that the student is enrolled in school.

Q: What documentation do I need to have in order to report a student has deceased?

A: According to the Federal Non-Regulatory Guidance an “… LEA must have written confirmation that a student is deceased before removing the student from the cohort…A letter from a parent or an obituary is sufficient documentation...a death certificate, is not necessary.”

Q: When do I use Graduation Status Code J?

A: Graduation Status Code J may only be used with the prior approval of PDE. Graduation Status Code J is to be used to indicate that a student should not have been reported in the student template but cannot be deleted.

Q: How do I use Graduation Status Code J?

A: If you have requested the deletion of a student(s) from the *Student* template and the student(s) cannot be deleted, PDE may instruct you to upload the student(s) with Graduation Status Code J.

* The code will trigger a Data Quality Engine (DQE) rule violation, and the DQE will not allow the record to load.
* Request an exception and include the PIMS Support Services ticket number in the Data Exception Requester Comments.
* PDE will review and, if appropriate, approve the exception request.
* The eScholar Data Manager will notify you of the approval or denial of the exception request.

Q: If I was informed that a student would be transferring after they completed the school year with us are they a summer transfer?

A: Yes. A student is a summer transfer when they completely finish the school year just ended with your LEA. The student is not a transfer until the student enrolls at the new LEA.

Q: How is the District of Enrollment Code field completed for students at non-PIMS-reporting entities?

A: For all PIMS *Student* template and *Student Snapshot* template submissions, a publicly funded student who is referred to a non-PIMS-reporting entity is to be reported as though he/she is enrolled in the sending LEA. He/she may be reported in an off-site location. This will ensure every publicly funded student is reported with a School Enrollment in at least one LEA. The scenarios below illustrate how special education students should be submitted:

**Scenario 1** - A student is receiving services from the district of residence or charter school:

* Field 167 (Special Education Referral) = N
* Field 217 (District of Enrollment Code) = Field 1
* Reporting LEA (SD or CS) must submit enrollment record

**Scenario 2** - A student is receiving 100 percent of his/her services from a PIMS reporting agency (another SD, CS, CTC, IU, APS, PRRI, SJCI):

* Field 167 = Y
* Field 217 = The PIMS reporting agency providing services
* Reporting LEA (SD or CS) does not submit an enrollment record
* The enrollment record will be submitted by the educating LEA

**Scenario 3** - A student is receiving 100 percent of his/her services from a non-PIMS-reporting agency - withdraw them with a WD12 from your LEA and Re enroll them with R12 using the following criteria:

* Field 2 (Location Code) = 9999
* Field 167 = N
* Field 217 = Field 1 (SD or CS)
* Reporting LEA (SD or CS) must submit enrollment record Field 2 in the school enrollment template must match field 2 in the Student template
* Field 65 (Graduation Status Code) = Blank (Not a transfer)
* Special Ed Exit Code = Blank

Q: How do I report a student referred to a non-PIMS reporting entity when they graduate or dropout?

A: • If your LEA refers a student to a non-PIMS reporting entity for their education, and is funding the education, report the student in the student template using the location code 9999 in field 2.  Also report the *Student* in the *School Enrollment* template.

* If the student graduates from the non-PIMS reporting entity and has met the graduation requirements that would apply if the student was educated by your LEA, and you issue a diploma, you may report the student as a graduate.  This is basically the same as if you referred the student to a PIMS reporting entity (APS, PRRI); the APS or PRRI would report the graduation, but the graduation would be attributed to your LEA as the district of residence.  Because in the case of a non-PIMS-reporting LEA there is no mechanism for them to report the graduation, your LEA must do so.
* If the student graduates from the non-PIMS reporting entity but has NOT met the graduation requirements that would apply if the student was educated by your LEA or you elect to NOT issue a diploma, report the student as a dropout using one of the dropout graduation status codes, and enrollment code WD01.
* If the student drops out of the non-PIMS-reporting LEA, you must report the dropout as you would if the student was educated at your LEA.

Q: How do I report a student who has entered a Phase 4 program?

A: • If the student transfers to the Phase 4 program and Phase 4 awards a regular high school diploma, then use the Grad Status = L and WD03 to report the student in PIMS.

* If the student transfers to the Phase 4 program and there is an agreement between Phase 4 and the sending LEA to award the student the sending LEA’s diploma, then continue to report this student to PIMS as an extension of the sending LEA.
* If the student transfers to the Phase 4 program to receive a GED and the sending LEA is not monitoring the student’s progress, then the sending LEA will report the student as a dropout in PIMS.
* If the student transfers to the Phase 4 program to receive a GED, and the sending LEA is monitoring the student’s progress, then the sending LEA will report the student as a dropout in PIMS when this student enters the Phase 4 program. Once the student is awarded their GED through the Phase 4 program, then the sending LEA can report the student’s GED codes in PIMS.
  + If the student is awarded the GED in the same year in which the student dropped out or prior to the 10-01 Enrollment snapshot of the next school year, then the student’s dropout record in PIMS can be replaced with the appropriate GED codes.
  + If the student is awarded the GED on or after the 10-01 Enrollment snapshot of the next school year, after they were reported as a dropout in the previous school year, then the dropout remains in the previous school year and the GED is reported in the current school year in PIMS.

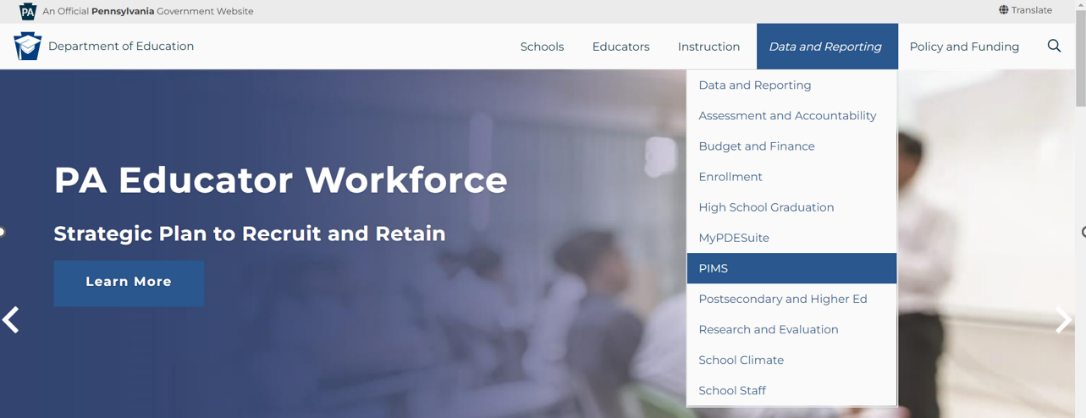
# Appendices

## Appendix A – PIMS Elementary/Secondary Collection Calendar

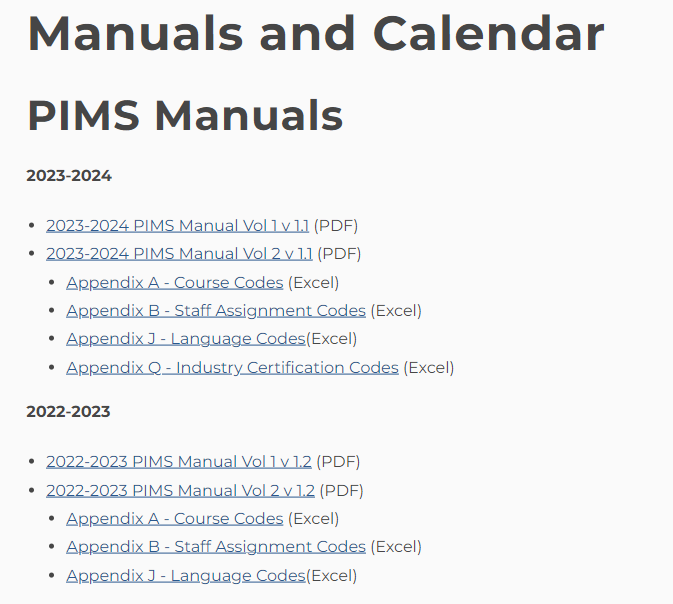
The dates for the collection and correction window and the due date for the Accuracy Certification Statement are available in the *PIMS Elementary/Secondary Collection Calendar* located on PDE’s website.

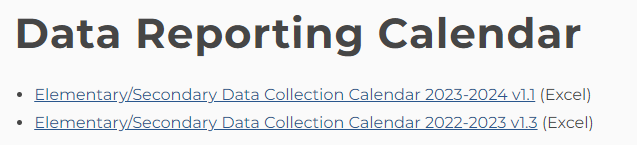
To access the *PIMS Elementary/Secondary Collection Calendar*:

1. Go to the [PDE website: (www.education.pa.gov)](http://www.education.pa.gov/)
2. Select Data and Reporting
3. Select PIMS



1. Select Manuals and Calendars





## Appendix B – Reference

* The PIMS Attribution Rules document is located on the [PIMS website](http://education.pa.gov) > Data and Reporting > PIMS > Resources and Trainings > How-To Guides > PDE Data Attribution Rules
* The *PIMS Elementary/Secondary Consolidation Cale*ndar is located on the [PIMS website](http://education.pa.gov) > Data and Reporting > PIMS > Manuals and Calendar > Elementary/Secondary Data Collection Calendar 2022-2023 (Excel)
* The *PIMS Manual Volumes 1 and 2* are located on the [PIMS website](http://education.pa.gov) >
  + Data and Reporting > PIMS > Manuals and Calendar > 2022-2023 PIMS Manual Vol. 1(PDF)
  + Data and Reporting > PIMS > Manuals and Calendar > 2022-2023 PIMS Manual Vol. 2(PDF)
* Historical Cohort Reports by LEA are located on the [PDE website](http://education.pa.gov) > Data and Reporting > High School Graduation > Cohort Graduation Rates
* Historical Graduation Reports by LEA are located on the [PDE website](http://education.pa.gov) > Data and Reporting > High School Graduation > Graduates
* Historical Dropout Reports by LEA are located on the [PDE website](http://education.pa.gov) > Data and Reporting > High School Graduation > Dropouts

## Appendix C – Contact

* PIMS Application Support (all questions related to PIMS uploads, service and collections): 1-800-661-2423.
* PIMS Data Collection Team (all other questions): [RA-DDQDataCollection@pa.gov](mailto:RA-DDQDataCollection@pa.gov).

## Appendix D – Cohort Years Chart

