Graduation Requirements and Using School-level Data to Increase Graduation Success through an Early Warning System to Support Students with Disabilities

Online Course Toolkit

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**This Toolkit is currently being edited for use with a new online course entitled, “Graduation Requirements and Using School-level Data to Increase Graduation Success through an Early Warning System to Support Students with Disabilities” This new online course is expected to be completed during the summer of 2023.**

**2023**

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# Tool 1: Steps for Analyzing District and School Data

1. Review graduation data from previous school year
2. Run school-level reports
   * Highlight which areas needed in data report
   * Request to MIS department and/or pull report in MIS
3. Within school-level report, sort student data
   * Five sub steps

3A. Delete extraneous information

3B. Sort according to variables

3C. Color-code according to risk

3D. Project potential increases in graduation rate

3E. Identify students for interventions

4. Give sorted student data to school team

* + Assemble team to review/complete guiding questions
  + Team links interventions to students

# Tool 2: Instructions for Locating Graduation Data

The instructions that follow will guide you to and through the Florida’s PK-20 Education Information Portal (EDStats). The EDStats tool provides access to interactive reports that deliver summary and demographic information in a variety of formats including graphs, tables, maps and custom reports.

**Instructions for locating Florida’s PK-20 Education Information Portal (EDStats):**

* Florida Department of Education (FDOE) website (<http://www.fldoe.org/>)
* Click on “Accountability” near the top right of the page (<http://www.fldoe.org/accountability/>)
* Select “Accountability & Reporting” (<http://fldoe.org/accountability/accountability-reporting/>)
* Scroll down to find “Bureau of PK-20 Education Reporting and Accessibility”, then click on “Florida PK-20 Education Information Portal” (<https://edstats.fldoe.org/SASPortal/main.do>)
  + Once in the “EDStats Tool” scroll toward the bottom of the page and select the link entitled “PK-12 Public Schools”



* + On the next page, toward the bottom of the page under the tab “Interactive Reports” then “Students” select “High School Graduation Rates” (<https://edstats.fldoe.org/SASWebReportStudio/openRVUrl.do?rsRID=SBIP%3A%2F%2FMETASERVER%2FARM%2FPERA%2FEIAS%2FHIGH+SCHOOL+GRADUATION%2FWEB+REPORTS%2FHigh+School+Graduation+Rates.srx%28Report%29>)

**Locating School-Level Graduation Data in EDStats:**

Once in the EDStats Tool, there are nine (9) tabs on the top of the page labeled as follows: Introduction, State Level, District Level, School Level, Compare All Districts, Compare 5 Districts for 1 Year, Compare 2 Districts for 5 Years, Build Your Own Table, and Build Your Own Florida Map.

* Select the tab “Build Your Own Table”
  + A table will display with all districts listed in alphabetical order. Move your mouse to the blank square between “Year” and “District” then right click so that a dropdown box of choices appears. Select “Filter and Rank”.
  + A pop-up dialogue box will appear (Note: You may need to disable a pop-up blocker). You will apply two filters.
    1. Under Category Filters, select the category entitled “Year,” and then click on the “Filter” button under “Type”. This will bring up the years for selection under “Available values”. In order to narrow down the years to the most the recent school year, select “2016-17.” Then click on the arrow with the plus sign on it so that the filter is applied under “Selected values”.
    2. Under Category Filters, select the category “District” then click on the “Filter” button under “Type”. This will bring up the school districts in Florida for selection under “Available values.” Select your school district and then click on the arrow with the plus sign on it so that the filter is applied under “Selected values”.
  + Press “OK” at the bottom right of the dialogue box to apply this filter.
  + Now you will see your School District with the most recent cohort, number of graduates, and graduation rate for your district for all students. The next step is to disaggregate by students with disabilities versus students without disabilities. To do this, move your mouse to the panel on the left, and select “Disability Status.” Hold down and drag “Disability Status” to the table, and place it above the “District” and below “Year”, then release your mouse.
  + Now the table features columns with “disabled” and “non-disabled” students’ cohort size, graduates and graduation rates.
  + The next step is to add schools to this table. You can do this by returning to the panel on the left and selecting “School Name”. Click and drag “School Name” to the table and place it in the blank space above “District” and below “Disability Status”, making sure the arrow is facing downward before releasing the mouse.

Tip: The direction of the arrow will show how the data to be added will be loaded. For example, if the arrow is facing downward in this step, the list of schools will be populated vertically, rather than horizontally.

* + Now you have the graduation rate for students with disabilities for all of the schools in your district.
  + To save and export the table, right click on table and select “Export Table”, then “Export to Excel”
  + On Export pop up box, select “All rows” under Rows and Export to: Excel (\*.xlsx), then “OK” near bottom right of dialogue box.

**Sorting in Excel (see Tool 9 for additional instructions):**

Excel can be used to sort the data from highest graduation rate to lowest graduation rate for students with disabilities by school which will enable you to focus on the schools within a district that are struggling.

* With the Excel file downloaded
  + Sort by ESE Graduation Rate (smallest to largest)
  + Identify top performing schools
  + Compare schools with state and district performance from last year
  + Compare with state targets

# Tool 3: Example of Review Graduation Data from Previous School Year

Students who graduated with standard diploma

Sort high to low

2017-18

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **School Number** | **School Name** | **Total Graduates** | **Total Cohort** | **Total Federal Graduation Rate** | **ESE Graduates** | **ESE Cohort** | **ESE Graduation Rate** |
| 0001 | High School 1 | 106 | 120 | 88.33 | 10 | 10 | 100.00 |
| 0002 | High School 2 | 178 | 191 | 93.19 | 15 | 18 | 83.33 |
| 0003 | High School 3 | 610 | 770 | 79.22 | 53 | 84 | 63.10 |
| 0004 | High School 4 | 376 | 509 | 73.87 | 47 | 77 | 61.04 |
| 9999 | DISTRICT TOTALS | 2,549 | 3,347 | 76.16 | 226 | 428 | **52.80** |
| **9999** | **STATE TOTALS** | **149,430** | **197,709** | **75.58** | **12,698** | **24,267** | **52.33** |
| 0005 | High School 5 | 433 | 574 | 75.44 | 47 | 91 | 51.65 |
| 0006 | High School 6 | 472 | 634 | 74.45 | 33 | 73 | 45.21 |
| 0007 | High School 7 | 170 | 273 | 62.27 | 17 | 43 | 39.53 |
| 0008 | High School 8 | 1 | 18 | 5.56 | 0 | 16 | 0.00 |
| 0009 | High School 9 | \* | \* | \* | \* | \* | \* |
| 0010 | High School 10 | \* | \* | \* | \* | \* | \* |
| 0011 | High School 11 | 197 | 198 | 99.49 | \* | \* | \* |
| V | Virtual School | 6 | 29 | 20.69 | \* | \* | \* |
| 0012 | High School 12 | \* | \* | \* | The 2017-18 target was 85% or a 2% increase from the previous year (68%). |  |  |

\* Indicates number is less than 10.

# Tool 4: Directions for MIS/Pulling Data Reports

Variables to Report

* High school
* Organized by cohort
* Student name
* Disability code or label
* Diploma type
* Actual grade level
* Grade Point Average (GPA)
* Credits
* EOC/FSA/FAA/FSAA scores
* Attendance
* Behavior (referrals, in/out of school suspension)
* Withdrawal Codes: DNE, W05, W13, W15, W18, W21, W22, W23
* Withdrawal Code Enrolled in Adult Education (W26)
* All other withdrawal codes (Students who transferred, graduated early, earned GED while in high school, students who earn Certificate of Completion)

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| Tool 5: Data Capacity and Analysis |

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| --- | --- | --- | --- | --- | --- |
| Graduation Rate Report Capacity | | | Dropout Prevention Report Capacity | | |
| Able to run reports containing the following variables: | | | Able to run two reports: 1) prevention and 2) retrieval containing the containing the following variables: | | |
| Data variable | Yes | No | Data variable | Yes | No |
| By cohort |  |  | All 9th through 12th graders |  |  |
| By high school |  |  | By high school |  |  |
| Student name |  |  | Student name |  |  |
| Student age |  |  | Student age |  |  |
| Student grade |  |  | Student grade |  |  |
| Diploma option |  |  | Diploma option |  |  |
| ESE classification |  |  | ESE classification |  |  |
| Number of credit earned |  |  | Number of credits earned |  |  |
| GPA |  |  | GPA |  |  |
| Attendance |  |  | Attendance |  |  |
| Failing course |  |  | Failing course |  |  |
| FSA/FSAA scores |  |  | Discipline records |  |  |
| EOC scores |  |  | Withdrawal codes: DNE, W05, W13, W15, W18, W21, W22, W23 |  |  |

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| Tool 6: Florida Department of Education (FDOE) Information Database Requirements  2020-2021 Automated Student Information System | | | | | |
| **Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12 Students** | | | | | |
| **Category** | **Code** | **Definition** | **Note** | **Change** | **Date of Change** |
| Entry into Florida Public Schools this School Year | E01 | Any PK-12 student whose last school of enrollment was a **public school** in this school district. |  |  |  |
| Entry into Florida Public Schools this School Year | E02 | Any PK-12 student whose last school of enrollment was a **public school** in another district in the state.1 |  |  |  |
| Entry into Florida Public Schools this School Year | E2A | Any PK-12 student whose last school of enrollment was a **public school** in another state or United States commonwealth/territory.1 |  |  |  |
| Entry into Florida Public Schools this School Year | E03 | Any PK-12 student whose last school of enrollment was a **private school** in Florida.2 |  |  |  |
| Entry into Florida Public Schools this School Year | E3A | Any PK-12 student whose last school of enrollment was a **private school** in another state, or a United States commonwealth/territory.2 |  |  |  |
| Entry into Florida Public Schools this School Year | E04 | Any PK-12 student who is enrolling in a public school in this district after having been in **home education** in any Florida school district. 3 |  |  |  |
| Entry into Florida Public Schools this School Year | E4A | Any PK-12 student who is enrolling in a public school in this district after having been in **home education** in another state or United States commonwealth/territory.3 |  |  |  |
| Entry into Florida Public Schools this School Year | E05 | Any student entering PK or KG for the first time. |  |  |  |

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| **Category** | **Code** | **Definition** | **Note** | **Change** | **Date of Change** |
| Entry into Florida Public Schools this School Year | E09 | Any PK-12 student who enters a Florida school from a country other than the United States or a United States Commonwealth/Territory. |  |  |  |
| Re-entry into Florida Public Schools | R01 | Any PK-12 student who was received from another attendance reporting unit in the same school. |  |  |  |
| Re-entry into Florida Public Schools | R02 | Any PK-12 student who was received from another school in the same district. |  |  |  |
| Re-entry into Florida Public Schools | R03 | Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged. |  |  |  |
| Withdrawal from Florida Public Schools | DNE | Any KG-12 student who was expected to attend a school but did not enter as expected for unknown reasons and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes. | Dropout code. |  |  |
| Withdrawal from Florida Public Schools | W01 | Any PK-12 student promoted, retained or transferred to another attendance reporting unit in the same school. |  |  |  |
| Withdrawal from Florida Public Schools | W02 | Any PK-12 student promoted, retained or transferred to another school in the same district. |  |  |  |
| Withdrawal from Florida Public Schools | W3A | Any PK-12 student who withdraws to attend a public school in another district in Florida. |  |  |  |
| Withdrawal from Florida Public Schools | W3B | Any PK-12 student who withdraws to attend another public school out-of-state or out-of-country. |  |  |  |

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| **Category** | **Code** | **Definition** | **Note** | **Change** | **Date of Change** |
| Withdrawal from Florida Public Schools | W3D | Any PK-12 student who withdraws to attend a DJJ school in another district in Florida. |  | Added for Federal Uniform Graduation Rate and DJJ Accountability Ratings (per 1003.53, F.S.). | 7/1/2020 |
| Withdrawal from Florida Public Schools | W3E | Any PK-12 student who withdraws to attend a DJJ school in the same district. |  | Added for Federal Uniform Graduation Rate and DJJ Accountability Ratings (per 1003.53, F.S.). | 7/1/2020 |
| Withdrawal from Florida Public Schools | W04 | Any PK-12 student who withdraws to attend a nonpublic school in- or out-of-state or out-of-country. This code would not be used for a student who transfers to a private school with which the district has a contractual relationship (WPC). |  |  |  |

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| **Category** | **Code** | **Definition** | **Note** | **Change** | **Date of Change** |
| Withdrawal from Florida Public Schools | W05 | Any student age 16 or older who leaves school voluntarily with no intention of returning and has filed a formal declaration of intent to terminate school enrollment per s. 1003.21, Florida Statutes. | Dropout code. |  |  |
| Withdrawal from Florida Public Schools | W06 | Any student who graduated from school and met all of the requirements to receive a standard diploma. | Diploma Code. |  |  |
| Withdrawal from Florida Public Schools | W07 | Any student who graduated from school with a special diploma based on option one - as referenced in State Board of Education Rule 6A-1.09961. | Diploma Code.  This code will not be valid after the 2022-23 school year. |  |  |
| Withdrawal from Florida Public Schools | W08 | Any student who received a (24-credit option) certificate of completion. The student met all of the requirements to receive a standard diploma (24-credit option), but fails to achieve the required GPA per s. 1003.4282 F.S. | Certificate of Completion Code. 24-credit option | Updated definition to reflect statute language. | 7/1/2020 |
| Withdrawal from Florida Public Schools | W8A | Any student who received a (24-credit option) certificate of completion. The student met all of the requirements to receive a standard diploma (24-credit option) but fails to pass the assessments required under s. 1008.22(3) F.S. (per s.1003.4282 F.S.) or a concordant and/or comparative score. Upon receipt of the certificate of completion this student must be allowed the opportunity to take the common placement test and be admitted to developmental education or credit courses at a Florida College System institution, as appropriate per s. 1003.433 F.S. | Certificate of Completion Code. 24-credit option | Updated definition to reflect statute language. | 7/1/2020 |

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| **Category** | **Code** | **Definition** | **Note** | **Change** | **Date of Change** | |
| Withdrawal from Florida Public Schools | W8B | Any student who received a (18-credit ACCEL option) certificate of completion. The student who met all of the requirements to receive a standard diploma (18-credit ACCEL option) but fails to pass the assessments required under s. 1008.22(3) F.S. or a concordant and/or comparative score or achieve the required GPA per s. 1003.4282 F.S. | Certificate of Completion Code. 18-credit option | Updated definition to reflect statute language. | | 7/1/2020 |
| Withdrawal from Florida Public Schools | W09 | Any student who received a special certificate of completion, is properly classified as an eligible exceptional education student, met applicable local requirements, and was unable to meet appropriate special state minimum requirements. | Certificate of Completion Code.  This code will not be valid after the 2022-23 school year. |  | |  |
| Withdrawal from Florida Public Schools | W10 | Any student who completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests and the state approved graduation test, and was awarded a State of Florida High School Performance-Based Diploma. | Performance-Based Diploma Code. |  | |  |
| Withdrawal from Florida Public Schools | W12 | Any PK-12 student withdrawn from school due to death. |  |  | |  |

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| **Category** | **Code** | **Definition** | **Note** | **Change** | **Date of Change** |
| Withdrawal from Florida Public Schools | W13 | Any KG-12 student withdrawn from school due to court action. (This code does not apply to DJJ placement.) | Dropout code. |  |  |
| Withdrawal from Florida Public Schools | W15 | Any KG-12 student who is withdrawn from school due to nonattendance after all procedures outlined in sections 1003.26 and 1003.27, Florida Statutes, have been followed. | Dropout code. |  |  |
| Withdrawal from Florida Public Schools | W18 | Any KG-12 student who withdraws from school due to medical reasons and the student is unable to receive educational services, such as those provided through the hospital/homebound program. | Dropout code. |  |  |
| Withdrawal from Florida Public Schools | W21 | Any KG-12 student who is withdrawn from school due to being expelled with no educational services. | Dropout code. |  |  |
| Withdrawal from Florida Public Schools | W22 | Any KG-12 student whose whereabouts is unknown and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes. | Dropout code. |  |  |
| Withdrawal from Florida Public Schools | W23 | Any KG-12 student who withdraws from school for any reason other than W01 - W22 or W24 - W27. | Dropout code. |  |  |
| Withdrawal from Florida Public Schools | W24 | Any KG-12 student who withdraws from school to attend a Home Education program. |  |  |  |
| Withdrawal from Florida Public Schools | W25 | Any student under the age of 6 as of February 1 of the current school year who withdraws from school. |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Category** | **Code** | **Definition** | **Note** | **Change** | **Date of Change** |
| Withdrawal from Florida Public Schools | W26 | Any student who withdraws from school to enter the adult education program prior to completion of graduation requirements. |  |  |  |
| Withdrawal from Florida Public Schools | W27 | Any student who graduated from school with a special diploma based on option two-mastery of employment and community competencies. | Diploma Code.  This code will not be valid after the 2022-23 school year. |  |  |
| Withdrawal from Florida Public Schools | WD1 | Any student with disabilities who met all of the requirements to receive a standard diploma who deferred receipt of the diploma to remain eligible for FAPE, per section 1003.4282(10)(c), F.S. | Diploma Code. |  |  |
| Withdrawal from Florida Public Schools | WFT | Any student who graduated from school with a standard diploma and satisfied the state approved graduation test requirement through a concordant and/or comparative score. | Diploma Code. |  |  |
| Withdrawal from Florida Public Schools | WFW | Any student with disabilities who graduated from school with a standard diploma and an FCAT Waiver. | Diploma Code.  This code is valid for students who entered 9th grade prior to the 2013-14 school year. |  |  |

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| **Category** | **Code** | **Definition** | **Note** | **Change** | **Date of Change** |
| Withdrawal from Florida Public Schools | WGA | Any student who completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests, satisfied the state approved graduation test requirement through an alternate assessment, and was awarded a State of Florida High School Performance-Based Diploma. | Performance-Based Diploma Code. |  |  |
| Withdrawal from Florida Public Schools | WGD | Any student who completed the Performance-Based Exit Option Model Program requirements and passed the GED Tests, but did not pass the state approved graduation test and was awarded a State of Florida diploma. | State of Florida Diploma Code (GED). |  |  |
| Withdrawal from Florida Public Schools | WHP | Any student who withdraws from school to attend another public school or private school under the Hope Scholarship program per s. 1002.40, F.S. |  |  |  |
| Withdrawal from Florida Public Schools | WPC | Any student who transfers from a high school to a private school with which the school district has a contractual relationship as referenced in s. 1008.34(3)(d)3., F.S. |  |  |  |
| Withdrawal from Florida Public Schools | WPO | Any student who is withdrawn from school without receiving a standard diploma and subsequent to receiving a W07, W08, W8A, W8B, W09, or W27 during the student’s year of high school completion. |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Code** | **Definition** | **Note** | **Change** | **Date of Change** |
| Withdrawal from Florida Public Schools | WWE | Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11). | Diploma Code. |  |  |
| Withdrawal from Florida Public Schools | WWT | Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11) and satisfied  the state graduation test requirement through an approved state concordant and/or comparative score. | Diploma Code. |  |  |
| Withdrawal from Florida Public Schools | WWW | Any student with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11) and satisfied the state graduation test requirement with an approved statewide standardized assessment results waiver. | Diploma Code. |  |  |
| Withdrawal from Florida Public Schools | WRW | Any student with disabilities who graduated from school with a standard diploma and a Statewide Standardized Assessment Results Waiver. | Diploma Code. |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Code** | **Definition** | **Note** | **Change** | **Date of Change** |
| Withdrawal from Florida Public Schools | WXL | Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5). | Diploma Code. |  |  |
| Withdrawal from Florida Public Schools | WXT | Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. | Diploma Code. |  |  |
| Withdrawal from Florida Public Schools | WXW | Any student with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement with an approved statewide assessment waiver. | Diploma Code. |  |  |

**Listed below is a summary of the Diploma, Certificate, and Dropout Codes.**

**Diploma Codes:** W06, W07, W10, W27, WD1, WFT, WFW, WGA, WGD, WRW, WWE, WWT, WWW, WXL, WXT, WXW

**Standard diploma codes for the federal graduation rate:** W06, WD1, WFT, WFW, WRW, WWE, WWT, WWW, WXL, WXT, WXW and adult diplomas W43, W52, W54, W55, W58, W59, W61, W62, W63.

**Certificate of Completion Codes:** W08, W8A, W09, W8B

**Dropout Codes:** DNE, W05, W13, W15, W18, W21, W22, W23

**Note:** For the purpose of PK-12 reporting, charter schools and Department of Juvenile Justice (DJJ) education programs are considered **public schools**.

1 Entry Codes E02 and E2A should be added together in order to obtain historical comparisons to Entry Code E02 prior to 2013-14.

2 Entry Codes E03 and E3A should be added together in order to obtain historical comparisons to Entry Code E03 prior to 2013-14.

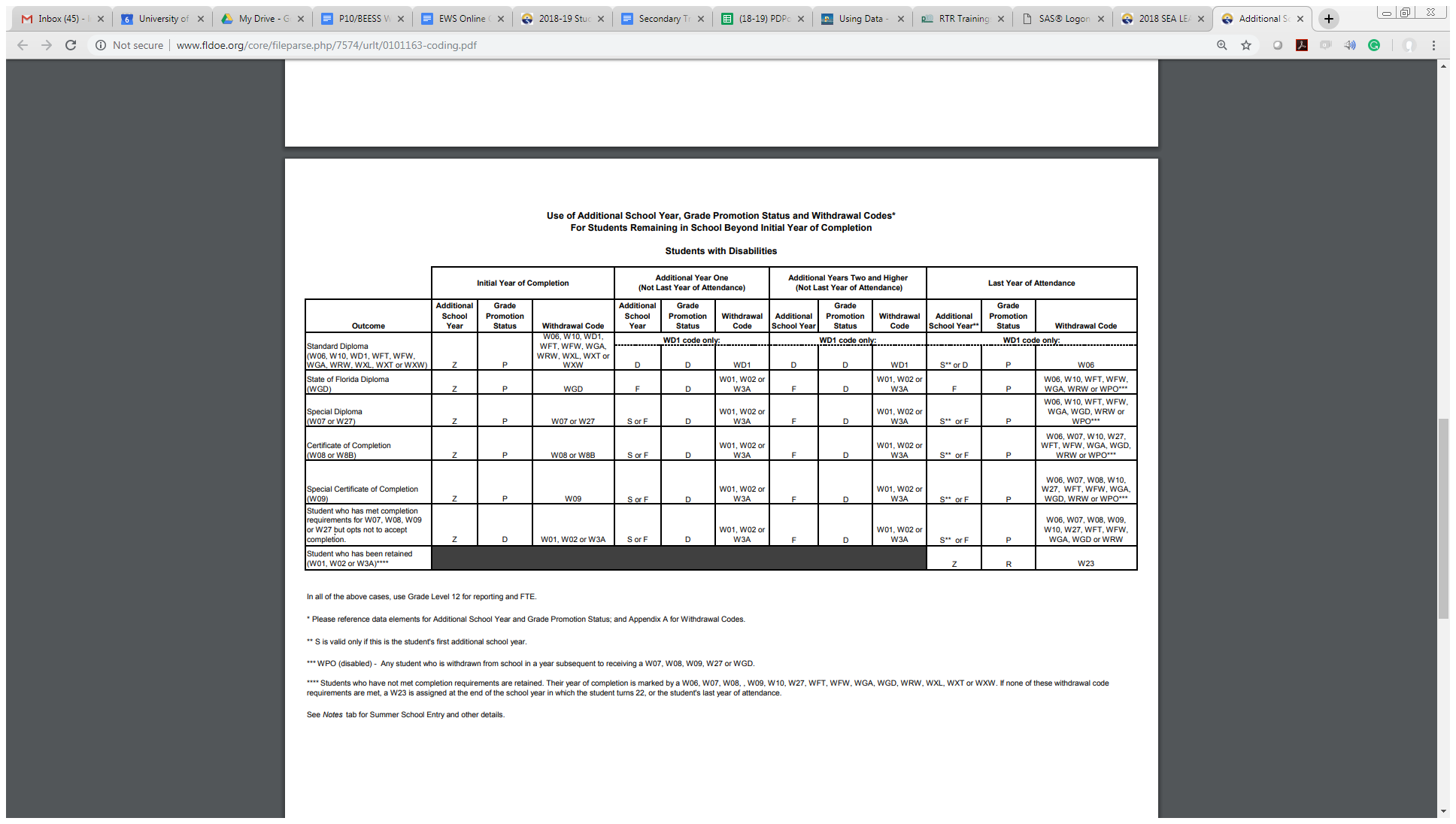
3 Entry Codes E04 and E4A should be added together in order to obtain historical comparisons to Entry Code E04 prior to 2013-14.

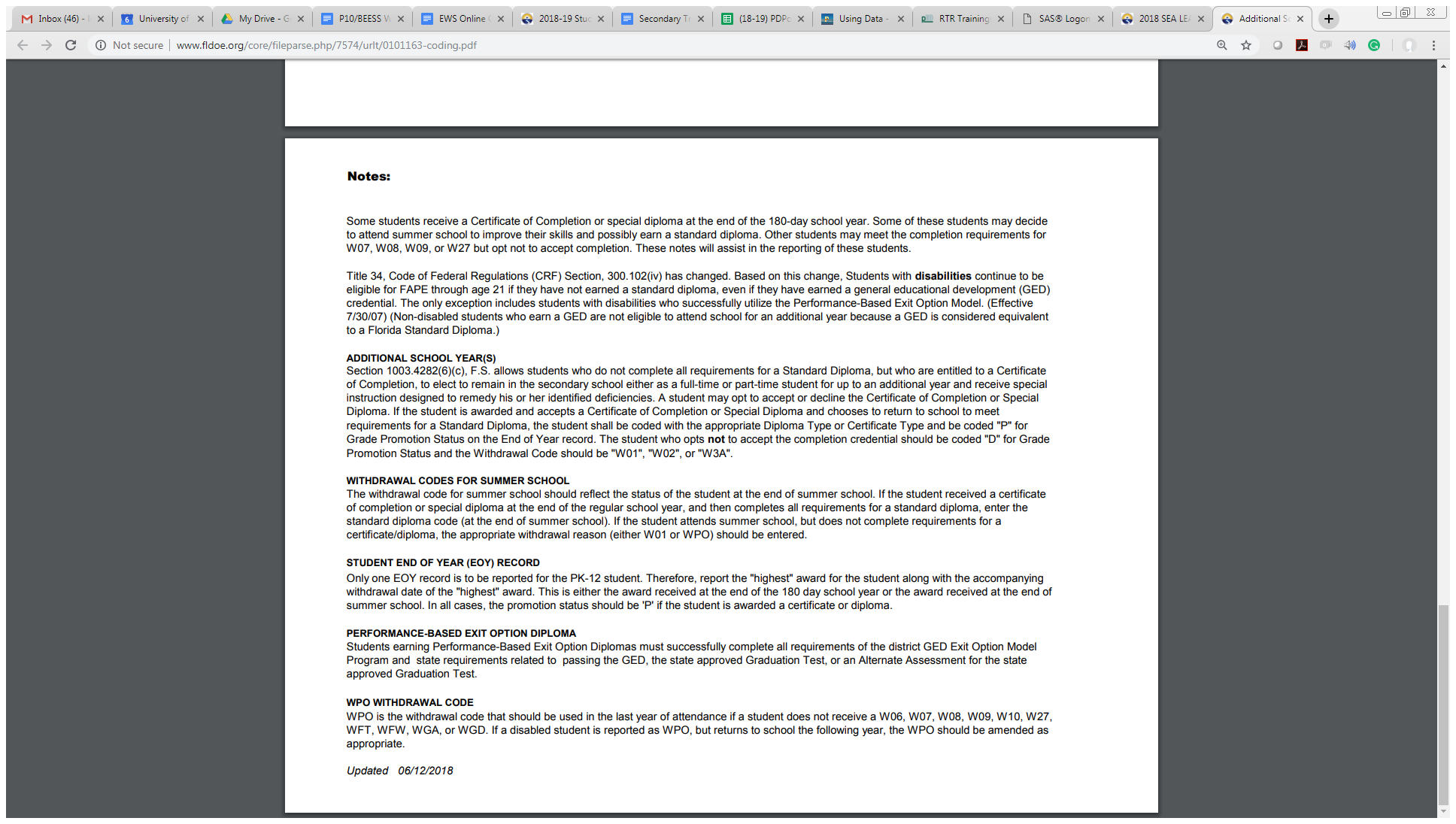
Last Updated 7/1/2020

# Tool 7: Withdrawal / Dropout Codes Defined and Helpful Hint Procedures for Student Retrieval

| **Code** | **Definition** | **Helpful Hints** |
| --- | --- | --- |
| DNE | Any KG-12 student who was expected to attend a school but did not enter as expected for unknown reasons and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes. | * Ensure that complete contact information is available for the student, including emergency contact information. * At the end of the third week of the new school year, attempt to locate the student/family. In some instances this may require multiple phone calls to various numbers or family members and possibly a home visit. * Investigate whether a record request was made by another school. If so, change to the school transfer code (W01-W04, W24). |
| W05 | Any student age 16 or older who leaves school voluntarily with no intention of returning and has filed a formal declaration of intent to terminate school enrollment per s. 1003.21, Florida Statutes. | * If everything reasonable has been done to convince the student to remain in school, including discussing diploma options and supports, and the student does not want to continue, code the student as W05. * A month or two later, make additional phone calls to encourage the student to return. Encourage the student to enroll in adult education and send the student information regarding adult education. If the student enrolls in adult education program, change the code to a W26. |
| W13 | Any KG-12 student withdrawn from school due to court action. (This code does not apply to DJJ placement.) | * This code is specific to students who have withdrawn due to court action, but are not in a Department of Juvenile Justice (DJJ) facility. If the student has entered a DJJ facility, he or she will be receiving educational services and should be coded as a transfer (W01-W04, W24). * If the student is in a local county jail, offer educational services and recode (use district school code for providing education to inmates in jail) accordingly. * If the student has been sentenced to an adult facility, determine if the student is enrolled in an adult education program. If so, verify and re-code as a W26. |
| W15 | Any KG-12 student who is withdrawn from school due to nonattendance after all procedures outlined in sections 1003.26 and 1003.27, Florida Statutes, have been followed. | * Attempt to locate the student/family. * If you locate the student at another school, change the code to transfer (W01-W04, W24). * If you locate the student and find he/she has enrolled in an adult education program, recode as a W26. * If the student was working toward a special diploma (this only applies to students who entered 9th grade prior to 2014-15 school year) or is employed and has sufficient credits, offer Diploma Option 2. If the student agrees, enroll the student and change the code accordingly. If not, encourage the student to return to school by offering various supports. Another option, if the student has a significant cognitive disability, is to consider switching the student to the 24 credit standard diploma option available only to students with significant cognitive disabilities, who take access courses and the alternate assessment. * If the student was working toward a standard diploma, determine if the student has enrolled elsewhere, has enrolled in an adult education program, or is employed. If he or she is working toward a standard diploma, is employed and has sufficient credits, then encourage the student to pursue the 24 credit standard diploma option with academic and employment requirements available only to students with disabilities, the 24 credit standard diploma option or the 18 credit option available to all students. |
| W18 | Any KG-12 student who withdraws from school due to medical reasons and the student is unable to receive educational services, such as those provided through the hospital/homebound program. | * Offer Hospital Homebound services. * If the family and student accept Hospital Homebound Services, update the code. |
| W21 | Any KG-12 student who is withdrawn from school due to being expelled with no educational services. | * Rarely should a student with a disability be expelled without any educational services. The IEP should contain strategies and interventions to support the student in order to prevent suspension/expulsion due to behavior. |
| W22 | Any KG-12 student whose whereabouts is unknown and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes. | * Rarely should a student be given this code unless they have actually disappeared. * Attempt to locate the student. * Determine if the student has enrolled elsewhere, has enrolled in an adult education program, or is employed. If the student was working toward a special diploma (this only applies to students who entered 9th grade prior to 2014-15 school year) or is employed and has sufficient credits, offer Diploma Option 2. If the student agrees, enroll the student and change the code accordingly. If not, encourage the student to return to school by offering various supports. Another option, if the student has a significant cognitive disability, is to consider switching the student to the 24 credit standard diploma option available only to students with significant cognitive disabilities, who take access courses and the alternate assessment. * If the student was working toward a standard diploma, determine if the student has enrolled elsewhere, has enrolled in an adult education program, or is employed. If he or she is working toward a standard diploma, is employed and has sufficient credits, then encourage the student to pursue the 24 credit standard diploma option with academic and employment requirements available only to students with disabilities, the 24 credit standard diploma option or the 18 credit option available to all students. |
| W23 | Any KG-12 student who withdraws from school for any reason other than W01 - W22 or W24 - W27. | * Explore reasons why the student was coded as other. * Determine if the student has enrolled elsewhere, has enrolled in an adult education program, or is employed. If the student was working toward a special diploma (this only applies to students who entered 9th grade prior to 2014-15 school year) or is employed and has sufficient credits, offer Diploma Option 2. If the student agrees, enroll the student and change the code accordingly. If not, encourage the student to return to school by offering various supports. * If the student was working toward a standard diploma, determine if the student has enrolled elsewhere, has enrolled in an adult education program, or is employed. If he or she is working toward a standard diploma, is employed and has sufficient credits, then encourage the student to pursue the 24 credit standard diploma option with academic and employment requirements available only to students with disabilities, the 24 credit standard diploma option or the 18 credit option available to all students. |
| Anticipated to be coded W07 or W27 | Any student who graduates from school with a special diploma based on option one - as referenced in State Board of Education Rule 6A-1.09961 (W07) or option two-mastery of employment and community competencies (W27). | * Students who will be coded as W07 or W27 because they are working toward a special diploma (this only applies to students who entered 9th grade prior to 2014-15 school year) should be provided information about the 24 credit standard diploma options that are now available. * If the student decides to switch to a standard diploma, they will not be considered a dropout on the Federal Dropout Rate and will positively contribute to the standard diploma graduation rate. |

# Tool 8: Additional School Year Reporting Guidelines

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# Tool 9: Instructions for Working in Microsoft Excel

Excel can be used to sort the data from highest graduation rate to lowest graduation rate for students with disabilities by school which will enable you to focus on the schools within a district that are struggling.

* With the Excel file downloaded
  + Sort by ESE Graduation Rate (smallest to largest)
  + Identify top performing schools
  + Compare schools with state and district performance from last year
  + Compare with state targets

**Delete Extraneous Information**

The instructions below provide a brief overview for removing columns in Excel.

* Move your mouse to the first column you would like to delete (e.g., ethnicity).
* Click on the letter at the top of the column to select the entire column.
* On the Home tab, locate “delete”
* Click on the arrow at the bottom of the box, and then click “delete sheet columns”. This will delete the entire column of data.
* You can repeat this operation to remove all of the columns that are not needed.

**Color-coding while Sorting**

The instructions below provide a brief overview of how to sort student data one variable at a time and how to color code and move groups of student data.

1. Withdrawal Codes

* Select the withdrawal code column by clicking on the letter at the top of the column.
* Then select the data tab and choose the Z to A sort
* A pop-up box appears that reminds us that there are other columns of data associated with the one chosen. Select Expand the Selection – This is vital because it ensures that all of the data columns remain with the appropriate student.
  + All of the data for students who have withdrawn are now at the top of the spreadsheet.
* Color code the data based on the withdrawal codes which can be found in Tool 7.
* Transfer student data are colored gray.
  + Select the rows with the transfer code.
  + Click on the home tab.
  + Find the color palette and choose gray.
* Data for students who have dropped out are colored in light blue.
  + Select the rows with the dropout codes.
  + Click on the home tab.
  + Find the color palette and choose light blue.
* Move the color-coded data to the bottom of the page by first selecting the entire spreadsheet, do this by clicking on the triangle in the top left corner of the spreadsheet. Then choose data, sort and then sort on cell color instead of values.
* Choose the data coded blue and move that data to the bottom of the page.  
  Now the blue-coded data is at the bottom of the spreadsheet.
* Repeat the operation sorting on the gray color.
  + Now all of the color-coded data is at the bottom of the spreadsheet.

2. Diploma type

* Select all of the student data that has not yet been color-coded
* From the data tab, choose sort.
* Sort on diploma type, values and A to Z
* Locate the data for students who are working toward a special diploma and find the color-palette in the home tab to color that data dark blue.

**Three-Level Sort**

The instructions below provide a brief overview of how to sort by more than one value at a time. The sort will be performed by grade level, GPA and credits earned.

* Consider making some of the terms on the spreadsheet more user-friendly for those who might not be familiar with the MIS codes.
  + For example –
    - Prim except – Except.
    - Crdts\_EARN – Credits
    - LC\_GPA – GPA
    - DP-DESC – Diploma Type
* Select all of the students who have not yet been color-coded.
* Click on the data tab and choose sort.
  + Ensure that “My Data has Headers” is checked.
* Add two levels for a three-level sort.
* Choose “grade level” for the first sort and sort on “values” and “largest to smallest”.
* Next, choose “GPA” and “largest to smallest”.
* Finally, select “credits earned” and “largest to smallest”.

The spreadsheet is now sorted and ready to color-code.

# Tool 10: Color-Coding Legend and Projection Sheet

|  |  |  |
| --- | --- | --- |
| **Code** | **# of students** | **Projected Federal Graduation Rate for SWDs** |
| **Total Students – Transfer-Outs (Gray) = 2020-2021 (Cohort Began in 2017-2018)** |  | **2020-2021 Cohort (entered 9th Grade in 2017-2018): # Students** |
| Students are Completely On-Track (Green): GPAs are 2.5 or greater and are potentially students that will graduate on time with their cohort. Attendance Recordkeeping Codes: W06, WFA, WFT, WFW, WPR, WRW, WXL, WXT, WXW, WD1 (Deferral) |  | If the \_\_ students are completely on track to graduate (dark green), then your graduation rate is # in category/ total # of cohort = \_\_\_% |
| Students are On-Track (Light Green): GPAs are between 2.2 –2.49. These students are likely to graduate on time, but can easily fall behind if not monitored. |  | If the \_\_\_ students that are completely on track to graduate (dark green) + the \_\_\_ students are on-track to graduate (light green ), then your graduation rate is total of light and dark green / total # in cohort = \_\_\_ % |
| Students are Border-Line At-Risk (Yellow): GPAs range from 2.0 – 2.19. These students could potentially experience problems if they begin failing a course and need monitoring to stay on track for a timely graduation with their cohort. |  | If the \_\_\_ students that are completely on track to graduate (dark green) + the \_\_\_ students on-track to graduate (light green) + the \_\_\_ students that are border-line at-risk to graduate (yellow), then your graduation rate is total of yellow, light and dark green / total # in cohort = \_\_\_ % |
| Students are Extremely At-Risk (Orange): GPAs below a 2.0 and/or students are below grade level or have earned less than the required amount of credits. These factors may prevent them from a timely graduation with their cohort. |  | If the \_\_\_ students that are completely on track to graduate (dark green) + the \_\_\_ students on-track to graduate (light green) + the \_\_\_ students that are border-line at-risk to graduate (yellow) + of the students that are extremely at-risk, \_\_\_ could graduate with support, then your graduation rate is total of \_\_ from orange, yellow, light and dark green / total # in cohort = \_\_\_ % |
| Dropout (Light Blue): These are students who dropped out (DNE, W05, W13, W15, W18, W21, W22, and W23). |  | Can any of these students be retrieved? Are some of them still able to achieve a standard diploma with their cohort with the right support, accommodations, interventions, etc.? |
| Non-Graduates (Blue): Students with the following codes: Withdraw to Adult Education or GED: W26, W45, WGA, WGD, W10; or Certificate of Completion Codes: W08, W8A, W09, W8B |  | Can some of these be retrieved and be able to graduate with a standard diploma? |
| Transfer (Gray): Students in this category need to be removed from the cohort data BEFORE Survey 5 is submitted. This ensures that these students will no longer be part of the cohort number of students. |  | Make sure all of these students have transferred. |

# Sample Data for Practice Activity

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Counter** | **Student's Name** | **GRD** | **WCODE** | **WDATE** | **Excep.** | **ABS** | **Credits** | **GPA** | **Diploma Type** | **RDLVL** |
| 1 | John Tyler | 11 |  |  | K | 12 | 16 | 1.5909 | STANDARD DIP. 24 | 1 |
| 2 | John Adams | 11 |  |  | J | 14 | 16.5 | 1.5945 | STANDARD DIP. 24 | 1 |
| 3 | William Henry Harrison | 11 |  |  | K | 8 | 15 | 1.6666 | STANDARD DIP. 24 | 3 |
| 4 | John Quincy Adams | 11 |  |  | K | 5 | 14.5 | 1.8333 | STANDARD DIP. 24 | 1 |
| 5 | James K. Polk | 11 |  |  | V | 9 | 20 | 1.875 | STANDARD DIP. 24 | 2 |
| 6 | Zachary Taylor | 11 |  |  | K | 4 | 17.5 | 2.2727 | STANDARD DIP. 24 | 1 |
| 7 | George Bush | 12 |  |  | K | 7 | 17 | 1.425 | STANDARD DIP. 24 | 1 |
| 8 | Eliza McCardle Johnson | 12 |  |  | K | 6 | 19.5 | 1.7666 | STANDARD DIP. 24 | 2 |
| 9 | Woodrow Wilson | 12 |  |  | K | 5 | 18 | 1.892 | STANDARD DIP. 24 | 1 |
| 10 | William Howard Taft | 12 |  |  | K | 5 | 19.5 | 1.981 | STANDARD DIP. 24 | 4 |
| 1 | Lyndon B. Johnson | 12 |  |  | J | 10 | 18 | 2 | STANDARD DIP. 18 |  |
| 2 | Bill Clinton | 12 |  |  | K | 9 | 19.5 | 2 | STANDARD DIP. 24 | 1 |
| 3 | Dwight D. Eisenhower | 12 |  |  | K | 6 | 21 | 2.0434 | STANDARD DIP. 24 | 2 |
| 4 | Rutherford B. Hayes | 12 |  |  | K | 5 | 18.5 | 2.0714 | STANDARD DIP. 24 | 3 |
| 5 | Richard M. Nixon | 12 |  |  | K | 4 | 20 | 2.119 | STANDARD DIP. 24 |  |
| 6 | William McKinley | 12 |  |  | K | 0 | 19 | 2.1666 | STANDARD DIP. 24 | 2 |
| 1 | Lou Henry Hoover | 12 |  |  | V | 0 | 21.5 | 2.2 | STANDARD DIP. 24 |  |
| 2 | James Buchanan | 12 |  |  | K | 0 | 19 | 2.2142 | STANDARD DIP. 24 | 4 |
| 3 | Jimmy Carter | 12 |  |  | K | 0 | 22 | 2.2173 | STANDARD DIP. 24 | 4 |
| 4 | Mary Lord Harrison | 12 |  |  | K | 0 | 19 | 2.225 | STANDARD DIP. 24 | 3 |
| 5 | Chester A. Arthur | 12 |  |  | V | 0 | 19 | 2.25 | STANDARD DIP. 24 | 2 |
| 6 | James A. Garfield | 12 |  |  | K | 0 | 22 | 2.2954 | STANDARD DIP. 24 | 2 |
| 7 | Anna Tuthill Symmes Harrison | 12 |  |  | K | 0 | 21 | 2.3404 | STANDARD DIP. 24 | 1 |
| 8 | Abigail Adams | 12 |  |  | K | 0 | 19.5 | 2.3571 | STANDARD DIP. 24 | 1 |
| 1 | Julia Dent Grant | 12 |  |  | K | 0 | 21 | 2.5 | STANDARD DIP. 24 | 4 |
| 2 | Grover Cleveland | 12 |  |  | K | 0 | 21.5 | 2.5581 | STANDARD DIP. 24 |  |
| 3 | Frances Folsom Cleveland | 12 |  |  | K | 0 | 22.5 | 2.6304 | STANDARD DIP. 24 | 1 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Counter** | **Student's Name** | **GRD** | **WCODE** | **WDATE** | **Excep.** | **ABS** | **Credits** | **GPA** | **Diploma Type** | **RDLVL** |
| 4 | Mary Todd Lincoln | 12 |  |  | K | 0 | 21 | 2.6363 | STANDARD DIP. 24 | 3 |
| 5 | Ulysses S. Grant | 12 |  |  | J | 0 | 20 | 2.6428 | STANDARD DIP. 24 | 3 |
| 6 | Theodore Roosevelt | 12 |  |  | K | 0 | 26 | 2.6666 | STANDARD DIP. 24 | 3 |
| 7 | Ellen Lewis Herndon Arthur | 12 |  |  | V | 0 | 21.5 | 2.7441 | STANDARD DIP. 24 | 3 |
| 8 | Lucy Webb Hayes | 12 |  |  | K | 0 | 20.5 | 2.7804 | STANDARD DIP. 24 | 2 |
| 9 | Ronald Reagan | 12 |  |  | K | 0 | 24 | 2.7916 | STANDARD DIP. 24 | 2 |
| 10 | Dolley Madison | 12 |  |  | K | 0 | 20.5 | 2.8536 | STANDARD DIP. 24 | 1 |
| 11 | Florence Kling Harding | 12 |  |  | K | 0 | 21.5 | 2.8604 | STANDARD DIP. 24 | 3 |
| 12 | Edith Bolling Galt Wilson | 12 |  |  | K | 0 | 23 | 2.8913 | STANDARD DIP. 24 | 4 |
| 1 | Rosalynn Carter | 12 | W05 | 2018015 | K | 0 | 22 | 1.8333 | STANDARD DIP. 24 | 1 |
| 2 | Lady Bird Johnson | 12 | W15 | 2018012 | K | 0 | 21.5 | 2.8837 | STANDARD DIP. 24 | 3 |
| 3 | Jacqueline Kennedy Onassis | 12 | W22 | 2018012 | P | 0 | 21.5 | 2.7906 | STANDARD DIP. 24 | 1 |
| 4 | James Monroe | 11 | W26 | 20171003 | J | 0 | 14 | 0.8809 | STANDARD DIP. 24 | 1 |
| 1 | Andrew Jackson | 11 |  |  | K | 0 | 14.5 | 1.6285 | SPECIAL DIPLOMA I | 1 |
| 2 | Millard Fillmore | 11 | W3A | 20160910 | J | 0 | 8 | 2.4285 | SPECIAL DIPLOMA I | 1 |
| 1 | Louisa Catherine Adams | 12 | W02 | 20170819 | K | 0 | 19 | 2.325 | STANDARD DIP. 24 | 3 |
| 2 | Pat Nixon | 12 | W04 | 2018012 | K | 0 | 21.5 | 2.2272 | STANDARD DIP. 24 | 1 |
| 3 | George Washington | 10 | W3A | 20170923 | J | 0 | 7 | 2.5714 | STANDARD DIP. 24 |  |
| 4 | James Madison | 11 | W3A | 20170228 | F | 0 | 13 | 2.2142 | STANDARD DIP. 24 | 1 |

# Sample Data for Guided Practice

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Counter** | **Student's Name** | | **GRD** | | **WCODE** | | **WDATE** | **Excep.** | **ABS** | **Credits** | **GPA** | **Diploma Type** | **RDLVL** |
| 1 | John Tyler | | 11 | |  | |  | K | 12 | 16 | 1.5909 | STANDARD DIP. 24 | 1 |
| 2 | John Quincy Adams | | 11 | |  | |  | K | 5 | 14.5 | 1.8333 | STANDARD DIP. 24 | 1 |
| 3 | Zachary Taylor | | 11 | |  | |  | K | 4 | 17.5 | 2.2727 | STANDARD DIP. 24 | 1 |
| 4 | Eliza McCardle Johnson | | 12 | |  | |  | K | 6 | 19.5 | 1.7666 | STANDARD DIP. 24 | 2 |
| 5 | Woodrow Wilson | | 12 | |  | |  | K | 5 | 18 | 1.892 | STANDARD DIP. 24 | 1 |
| 6 | William Howard Taft | | 12 | |  | |  | K | 5 | 19.5 | 1.981 | STANDARD DIP. 24 | 4 |
| 1 | Lyndon B. Johnson | | 12 | |  | |  | J | 10 | 18 | 2 | STANDARD DIP. 18 |  |
| 2 | Bill Clinton | | 12 | |  | |  | K | 9 | 19.5 | 2 | STANDARD DIP. 24 | 1 |
| 3 | Dwight D. Eisenhower | | 12 | |  | |  | K | 6 | 21 | 2.0434 | STANDARD DIP. 24 | 2 |
| 4 | William McKinley | | 12 | |  | |  | K | 0 | 19 | 2.1666 | STANDARD DIP. 24 | 2 |
| 1 | Lou Henry Hoover | | 12 | |  | |  | V | 0 | 21.5 | 2.2 | STANDARD DIP. 24 |  |
| 2 | James Buchanan | | 12 | |  | |  | K | 0 | 19 | 2.2142 | STANDARD DIP. 24 | 4 |
| 3 | Jimmy Carter | | 12 | |  | |  | K | 0 | 22 | 2.2173 | STANDARD DIP. 24 | 4 |
| 4 | Mary Lord Harrison | | 12 | |  | |  | K | 0 | 19 | 2.225 | STANDARD DIP. 24 | 3 |
| 5 | Chester A. Arthur | | 12 | |  | |  | V | 0 | 19 | 2.25 | STANDARD DIP. 24 | 2 |
| 6 | James A. Garfield | | 12 | |  | |  | K | 0 | 22 | 2.2954 | STANDARD DIP. 24 | 2 |
| 7 | Abigail Adams | | 12 | |  | |  | K | 0 | 19.5 | 2.3571 | STANDARD DIP. 24 | 1 |
| 1 | Julia Dent Grant | 12 | |  | |  | | K | 0 | 21 | 2.5 | STANDARD DIP. 24 | 4 |
| 2 | Grover Cleveland | 12 | |  | |  | | K | 0 | 21.5 | 2.5581 | STANDARD DIP. 24 |  |
| **Counter** | **Student's Name** | **GRD** | | **WCODE** | | **WDATE** | | **Excep.** | **ABS** | **Credits** | **GPA** | **Diploma Type** | **RDLVL** |
| 3 | Frances Folsom Cleveland | 12 | |  | |  | | K | 0 | 22.5 | 2.6304 | STANDARD DIP. 24 | 1 |
| 4 | Mary Todd Lincoln | 12 | |  | |  | | K | 0 | 21 | 2.6363 | STANDARD DIP. 24 | 3 |
| 5 | Ulysses S. Grant | 12 | |  | |  | | J | 0 | 20 | 2.6428 | STANDARD DIP. 24 | 3 |
| 6 | Theodore Roosevelt | 12 | |  | |  | | K | 0 | 26 | 2.6666 | STANDARD DIP. 24 | 3 |
| 7 | Ronald Reagan | 12 | |  | |  | | K | 0 | 24 | 2.7916 | STANDARD DIP. 24 | 2 |
| 8 | Florence Kling Harding | 12 | |  | |  | | K | 0 | 21.5 | 2.8604 | STANDARD DIP. 24 | 3 |
| 9 | Edith Bolling Galt Wilson | 12 | |  | |  | | K | 0 | 23 | 2.8913 | STANDARD DIP. 24 | 4 |
| 1 | Rosalynn Carter | 12 | | W05 | | 2018015 | | K | 0 | 22 | 1.8333 | STANDARD DIP. 24 | 1 |
| 2 | Lady Bird Johnson | 12 | | W15 | | 2018012 | | K | 0 | 21.5 | 2.8837 | STANDARD DIP. 24 | 3 |
| 3 | Jacqueline Kennedy Onassis | 12 | | W22 | | 2018012 | | P | 0 | 21.5 | 2.7906 | STANDARD DIP. 24 | 1 |
| 4 | James Monroe | 11 | | W26 | | 20171003 | | J | 0 | 14 | 0.8809 | STANDARD DIP. 24 | 1 |
| 1 | Bess Wallace Truman | 12 | |  | |  | | J | 0 | 18.5 | 2.4883 | SPECIAL DIPLOMA | 1 |
| 1 | Louisa Catherine Adams | 12 | | W02 | | 20170819 | | K | 0 | 19 | 2.325 | STANDARD DIP. 24 | 3 |
| 2 | James Madison | 11 | | W3A | | 20170228 | | F | 0 | 13 | 2.2142 | STANDARD DIP. 24 | 1 |
|  |  |  | |  | |  | |  |  |  |  |  |  |

# Tool 11: Action Plan

**Action Plan Template**

**Graduation Success**

**Goal:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action Steps**  *What Will Be Done?* | **Responsibilities**  *Who Will Do It?* | **Timeline**  *By When? (Day/Month)* | **Resources**   1. *Resources Available* 2. *Resources Needed (financial, human, political & other)* | **Potential Barriers**   1. *What individuals or organizations might resist?* 2. *How?* | **Communications Plan**  *Who is involved?*  *What methods?*  *How often?* |
| **Step 1:**  **Review graduation data from last year** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 2:**  **Run school-level reports** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 3:**  **Sort student data** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 4:**  **School-level team meetings and interventions** |  |  | **A.**  **B.** | **A.**  **B.** |  |

**Evidence Of Success** *(How will you know that you are making progress? What are your benchmarks?)*

**Evaluation Process** *(How will you determine that your goal has been reached? What are your measures?)*

# Tool 12: Graduation Pledge Template

**Graduation Pledge and Promise**

*Insert student photo in cap and gown here*

**“The Cap & Gown Graduation Contract Project”**

**Describe in 50 words or less, how it felt to wear the cap and gown and why you believe it is important for you to graduate and receive your high school diploma:**

**I promise to attend school regularly, keep my behavior in check and do the best I can academically, so that I will graduate from high school in [DATE].**

**I will use this contract and the photo of myself in the cap and gown as a reminder of my promise to myself, my family, my friends, my teachers and my school.**

**I promise to encourage my peers in my graduating class to do the same.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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