This multi-part series published in Dr. McCormick's Weekly Update, and in the Accountability Moodle Community, provides information to educate schools about managing their graduation cohorts and the calculation of graduation rates. Please forward any questions to schoolaccountability@doe.in.gov.

Installment #5: Graduation Rate - The Four Year Clock

Think of each cohort as having its own clock or calendar. This issue uses the 2020 cohort as an example of how this calendar of deadlines plays out over a four-year period. Please note these dates may be subject to change and the calendar for each cohort should be verified annually. Knowing the key dates for each cohort will help schools to manage their cohorts to successful conclusions.

2020 Cohort Calendar of Key Dates

Date	Event	Action Item for Schools
Late Summer 2016	2020 Cohort starts freshmen year in high school	Verify that RT/EM is being submitted correctly; ex. dual enrolled students should not be included.
October 1, 2016	2017 Pupil Enrollment (PE) taken from RT/EM snapshot	Before signing off on PE, verify the list of students, particularly the 9th grade.
November 2016	2020 Cohort is created from PE 9th grade roster	Verify the list of 2020 cohort students.
Everyday	Cohort runs with updates from the previous day's data submission of RT/EM	Check the 4 year cohort report on a regular basis, to follow-up on "Unknown" students and to verify receipt of anticipated documentation.
Winter 2020	Graduation for the 2020 cohort is approaching	Verify the Graduation Qualifying Exam passing status on the 4 year cohort report. Verify any graduation pathway status that will be part of the validation process (ie. INTERS data is showing the IC or CTE concentrator)
Spring 2020	Graduation	Submit ALL graduates regardless of cohort as soon as the diplomas are awarded. Don't forget to submit mid-year graduates.
June 30, 2020	**Cohort locks (students cannot enter/exit the cohort after this date)**	**Verify and correct any student's status. The RT/EM collections close on June 30, 2020.**
September 30, 2020	Last day to meet graduation requirements	Verify and submit any graduates who were inadvertently missed. The GR collection will close soon after September 30.

Date	Event	Action Item for Schools
October 2020	Graduation Rate Audit	Schools subject to the mandatory audit should follow the instructions provided. • **Supporting documentation for each audited student must be submitted in the school's initial response to the audit. No further documentation is accepted.** • All schools should double-check their graduation rate and cohort because the voluntary audit held during this period is considered the last chance to correct any issues.
November/ December 2020	Graduation Rate Audit Determinations emailed to applicable schools	Review audit determination (if applicable).
December 31, 2020 (on or before)	Graduation Rate published on IDOE web site	

Next Installment
Next week's installment will discuss the Exit codes and documentation necessary to exit a student from the cohort.