

Cohort Graduation Rate & CTE Completer Cohort Rate

School-level staff will utilize the COH.ORT application in WVEIS for submitting, reviewing, appealing, and verifying Graduation Rate and CTE Completer cohorts.

Accessing the Application

Option 1:

1. Enter the menu number, COH.ORT, into the quick launch navigation bar.

Option 2:

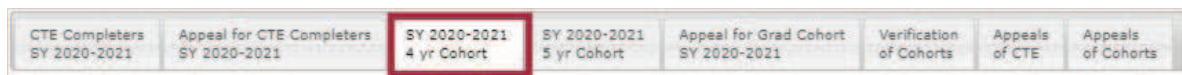
1. From the Student Info page click the SIS Administration menu.
2. Then click the School Navigation (SSCH.201) menu.
3. Navigate to the WV State Reporting Applications menu.
4. Click on the Cohort Verification & Appeals [COH.ORT] to launch the application.

Instructions for the use of the COH.ORT application are as follows:

Instructions

Reviewing Graduating Cohorts

1. To begin reviewing your school's 4-year graduation cohort information, select the "SY XXXX-XXXX 4 YR Cohort" tab within the COH.ORT application.



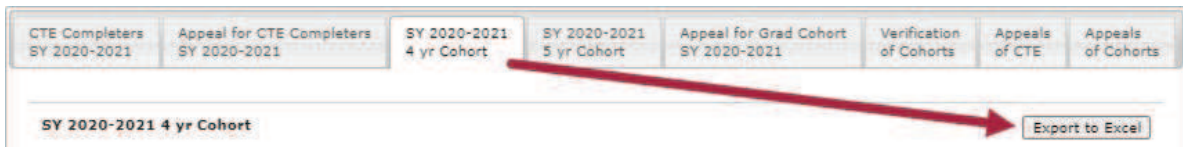
2. This tab will display the names and graduation dispositions of all students in the 4-year graduation cohort for that school year. The list will include all students who began as freshmen for the first time 4 years prior to the graduation year being reviewed.

Review the list of students in the 4-year cohort for accuracy to ensure that all students have the correct enrollment/transfer and graduation dispositions. Be sure to review the

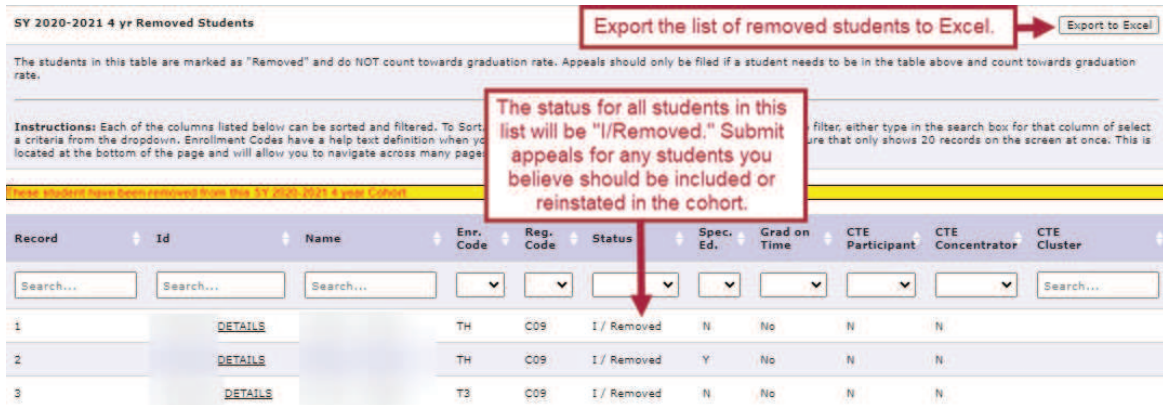
The screenshot shows a table of student records with columns: Record, Id, Name, Enr. Code, Reg. Code, Spec. Ed., Grad on Time, CTE Participant, CTE Concentrator, and CTE Cluster. Red boxes and arrows point to various features: 'Export the list of students in the cohort to Excel.' (top right), 'Use arrows to sort records.' (pointing to column headers), 'CTE Indicators' (pointing to CTE columns), 'Use text filters to find students by name or ID.' (pointing to search boxes), 'Click Details to see a student's complete enrollment history.' (pointing to a 'DETAILS' link), 'Use drop-down filters to find students by specific indicators/criteria.' (pointing to dropdown menus), and 'Navigate through records with arrows and page numbers.' (pointing to the bottom navigation bar). A blue text note at the bottom of the screenshot reads: 'Screenshot has been truncated for demonstration purposes.'

“Grad on Time” column for the indicator of whether a student should be considered an on-time graduate as well as the “Enr. Code” column to determine whether students should be removed for allowable reasons (such as transferring out of state). Click on the “DETAILS” link next to the student ID number to review a student’s enrollment history. Note that the enrollment details will pop up as a new tab or a new window in your browser.

3. If a local copy of the cohort list for review or collaboration is needed, the list can be exported from the application using the “Export to Excel” button located at upper right of the review tab. This will produce a spreadsheet with all the data included in the table shown in that section.



4. Another convenience in the application is a separate table for students who have been removed from the graduation cohort pursuant to the WVDE adjusted cohort graduation rate guidelines. Students who are removed from the cohort are also removed from the graduation rate calculation. The table displaying the list of removed students is located at the bottom of the **COH.ORT** application.



Remember that your school’s 4-year and 5-year graduation rates will be included as a component of the statewide system of accountability and support. Ensuring accuracy in the graduation cohort data is vital for guaranteeing accuracy in accountability determinations for you school

5. The counts of original cohort members (“# Records”), adjusted cohort members (“Cohort”), and graduates (“Grads”), along with the graduation rate calculated for accountability will be presented at the bottom of the cohort information screen. Beginning in SY19-20, WVDE staff added a report of subgroup graduation rates to assist school staff in monitoring the graduation statuses of students in all groups. See the following page for a screenshot of the report displaying graduation rates by subgroup.

Type	# Records	Cohort	Grads	Grad Rate (4 Year)
Total	255	224	184	82.14%
Gender: Males	124	112	88	78.57%
Gender: Females	131	112	96	85.71%
English Learner: Yes	0	0	0	0.00%
English Learner: No	255	224	184	82.14%
Race: Asian	0	0	0	0.00%
Race: African American				100.00%
Race: Hispanic				100.00%
Race: Native American/Indian	0	0	0	0.00%
Race: Pacific Islander				100.00%
Race: White	244	216	176	81.48%
Race: Multi				100.00%
Low SES: Yes	117	94	64	68.09%
Low SES: No	138	130	120	92.31%
Special Education: Yes	34	26	17	65.38%
Special Education: No	221	198	167	84.34%
Foster: Yes	0	0	0	0.00%
Foster: No	255	224	184	82.14%
Homeless: Yes	0	0	0	0.00%
Homeless: No	255	224	184	82.14%
Military Connected: Yes	0	0	0	0.00%
Military Connected: No	255	224	184	82.14%
CTE Participant: Yes		0		0.00%
CTE Participant: No		255		100.00%
CTE Concentrator: Yes		177		0.00%
CTE Concentrator: No		78		30.59%

6. If there is information presented in the tab that may be inaccurate, please submit an appeal. Directions for how to submit an appeal can be found by clicking on the [“Instructions”](#) link in the top left corner of the application. Be sure to gather all necessary documentation (digitizing it, if needed) to support your appeal request.

Please submit your appeals early during the window to maximize the time available both for review and for responding to questions or requests for additional documentation from WVDE staff reviewing the appeals.

7. Once you are satisfied that all 4-year graduation cohort information is correct, please proceed to reviewing the 5-year graduation cohort.
8. To begin your review of your school’s 5-year graduation cohort information, select the “SY XXXX-XXXX 5 YR Cohort” tab within the COH.ORT application.



9. The tab will display the names and graduation dispositions of all students in the 5-year graduation cohort for that year. The list will include all students who began as freshmen for the first time 5 years prior to the school year being reviewed. Review the list for accuracy among the 5-year graduates as you did for the 4-year graduation cohort. The same sorting and filtering capabilities are available for the review of the 5-year cohort information.

The features and functions on the 5-year cohort review screen are identical to those on the 4-year cohort review screen (e.g., sort, filter, enrollment history detail, list export).

10. If there is information presented in the tab that may be inaccurate, please submit an appeal. Please submit your appeals early during the window to maximize the time available both for review and for responding to questions or requests for additional documentation from WVDE staff reviewing the appeals.

Please note that appeals may only be submitted for students who should be counted in the 5-year graduation cohort. Students who graduated within 4 years were certified in the previous school year and cannot be appealed.

11. If you are not submitting any appeals for any of your cohorts, please proceed to verification of the cohort data.