

# Data Standard Graduation

## Rev. 7/1/2025

### Ownership and History

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Office of Education Technology

Office of Career and Technical Education

Office of Teaching and Learning

**Revision history****July 1, 2025**

Updated screenshots, cleaned up section D

**May 16, 2025**

Updated Path and Tool Search

**April 2, 2025**

Updated Data Steward

**August 7, 2024**

Updated Data Steward

**May 8, 2024**

Updated Screenshot and added alt text for ADA complaint

**November 8, 2023**

Updated Section D – State Seal Information

**May 5, 2021**

Added Section D - State Seal Information

# **Data Standard Graduation**

**Rev. 7/01/2025**

**June 23, 2020**

Updated Transition Status (new targeted graduate data collection strategy)

**June 1, 2020**

Clarified diploma date definition

**August 12, 2019**

Updated list of data stewards

## **Contents**

<b>Ownership and History .....</b>	<b>1</b>
<b>Overview .....</b>	<b>3</b>
<b>Section A – Graduation and Cohort .....</b>	<b>4</b>
<b>Section B – Diploma Period for KEES Reporting .....</b>	<b>5</b>
<b>Section C – Transition Status .....</b>	<b>5</b>
<b>Section D – State Seal Information.....</b>	<b>8</b>
Add a State Seal for a student .....	9
Include State Seals on transcript(s).....	9

# Data Standard Graduation

Rev. 7/01/2025

## Overview

### Description

Four fields on the graduation tab must be complete for all students who earn a high school diploma, alternative high school diploma or GED for cohort and graduation rate calculations. Two additional fields are used for KEES and transition reporting.

### Regulation citation(s)

- Student cohort identification
- Graduation information
- KEES scholarship awards
- Transition data reporting

### Data use

- Federal Reporting
- Data Sharing between systems: [Kentucky Longitudinal Data System](#)
- School Report Card
- Research

### Related ad-hoc filters and reports

- Graduation Cohort Validation Reports

### Training

Revised Graduation Standard and Change for Nonacademic Report

## Data Standard Graduation

Rev. 7/01/2025

### Section A – Graduation and Cohort

**Path:** Student Information | General | Graduation

**Tool Search:** Graduation

Required fields for graduation and cohort in red boxes below

The screenshot shows a web form titled "General Graduation Information". At the top, it displays "GRAD Score: 140" with an information icon. Below this, several fields are listed. Four fields are highlighted with red rectangular boxes: "Diploma Date:" (a date picker), "Diploma Type:" (a dropdown menu), "Date First Entered the 9th Grade:" (a date field showing "08/17/2022"), and "Student Post Grad Confirmation:" (a date picker with an information icon). Other fields include "Diploma Period:" (a dropdown), "NGA Cohort End Year:" (a dropdown showing "2026"), "NCLB Cohort End Year:" (a dropdown showing "2026"), "Post Grad Location:" (a dropdown), "Transition Status:" (a dropdown), and a descriptive text block for the "Student Post Grad Confirmation" field stating: "Indicates the most recent student acknowledgement of their Post Graduation Plans."

**Diploma Date:** The diploma date should be the last student instructional day. Make sure the diploma date is entered for all graduates. This will be used to pull transition data.

**Diploma Type:** Choose from the options in the dropdown menu. Diploma types must be mapped to state diploma codes for the non-academic report to work correctly. See System Administration data standards for instructions on mapping state diploma codes.

**Date First Entered the 9<sup>th</sup> Grade:** This is the first time the student was enrolled in grade 9 in any school in or out of Kentucky. This will automatically populate the NGA and NCLB Cohort End Year fields.

## Data Standard Graduation

Rev. 7/01/2025

### Section B – Diploma Period for KEES Reporting

**Path:** Student Information | General | Graduation

**Tool Search:** Graduation

Required field for KEES reporting

General Graduation Information

GRAD Score: 77 ⓘ

Diploma Date:

Diploma Type:

**Diploma Period:**

Date First Entered the 9th Grade:  08/11/2021

NGA Cohort End Year:  2025

NCLB Cohort End Year:  2025

Post Grad Location:

Transition Status:

**Diploma Period:** Enter the appropriate period based on the following criteria:

- 1: Mid-Year Graduate - Graduation date prior to January 15 of current school year
- 2: Spring Graduate – Graduation date January 15 through end of current school year

### Section C – Transition Status

**Path:** Student Information | General | Graduation

**Tool Search:** Graduation

Required field for transition reporting

KDE works with KYStats to collect data on the following graduates (beginning with cohort 2020):

- Those that have enrolled in college in Kentucky;
- Those that enter directly into the workforce;
- Or a combination thereof.

At the school level you only need to populate the “Transition Status” dropdown in the Graduation tab in Infinite Campus for those students that do not fall into one of those three categories. Starting with

## Data Standard Graduation

Rev. 7/01/2025

cohort 2020, schools are only required to follow up and populate the “Transition Status” dropdown in Infinite Campus for the following graduates:

- those that plan to enroll in college outside of Kentucky;
- those that plan to enter military/community/Peace Corps service;
- those that plan to enroll in a proprietary technical school;
- those that are continuing high school education (Grade 14 students);
- and those students from the cohort that are deceased.

The work to be done on the front end is that schools will need to identify graduates that fall into those categories (that cannot be collected by KYStats) before students leave high school. It is suggested that schools develop a simple survey during the spring semester of the cohort’s senior year to determine each graduate’s immediate plan after high school and the best way to contact each graduate after graduation. The survey of students will be a bit of work but will significantly lessen the amount of work on the back end for school personnel as most students statewide either enroll in college in Kentucky, enter directly into the workforce or a combination thereof.

One question that arose in the development of the plan was whether KYStats would be able to provide schools a list of students they collect before schools enter data into the “Transition Status” dropdown. Unfortunately, no, that is not possible as that would violate the KYStats confidentiality clause. KYStats will only be providing aggregate data to KDE (the number of your graduates enrolled in college in Kentucky, number of your graduates in the workforce and number of your graduates that are a combination of college/work). We understand that this may result in a few students “slipping through the cracks” (for example, if a student tells you in your survey that she is going to attend college and she does not actually enroll in college but instead enlists in the military without your knowledge – this student would “fall through the cracks” as you would not be following up with her and KYStats cannot collect military data – we would officially report this student as “Unknown”).


Finally, there is a new role in the Person Role Manager system – Transition to Adult Life Contact. If your district/school has not yet assigned this role, you may want your Web Apps Admin Point of Contact (WAAPOC) to do so at their earliest convenience. In the future, all communications regarding transition will be sent primarily to this role list.

## Data Standard Graduation

Rev. 7/01/2025


### General Graduation Information

GRAD Score: 77 ⓘ

Diploma Date:  

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade:  

NGA Cohort End Year:

NCLB Cohort End Year:

Post Grad Location:

Transition Status:

**Transition Status:** Choose from the options in the dropdown menu

- College- in KY
- College- out of KY
- Technical school
- Military service/Community service/Peace Corps
- Employment
- Work-school combination
- Unknown
- Deceased
- Continuing high school education

For additional information on these statuses or for directions on running reports:

[Transition Guidelines](#)

## Data Standard Graduation

Rev. 7/01/2025

### Section D – State Seal Information

**Path:** Student Information | General | Graduation

**Tool Search:** Graduation

The purpose of the State Seal field is to recognize high school graduates who attained a high level of proficiency in one or more content areas. Identifying students as earning a State Seal is a district decision and should be board approved. KDE's Office of Teaching and Learning published guidelines for establishing a [Seal of Biliteracy](#) and a [Seal of Arts Excellence](#).

Districts may choose how to recognize their State Seal students. Student commendations may include, but are not limited to, the following:

- Indication of a State Seal on transcript/e-transcript;
- Special seal on the diploma;
- Graduation cord or sash for the ceremony;
- Senior Night award or certificate; and/or
- Verbal or written recognition in the graduation program or ceremony.

Districts that choose to recognize their State Seal students on their local transcripts can use the State Seal Information fields.

The image shows two overlapping form windows. The top window is titled "General Graduation Information" and contains the following fields:

- GRAD Score: 121 (with an information icon)
- Diploma Date: (calendar icon)
- Diploma Type: (dropdown menu)
- Diploma Period: (dropdown menu)
- Date First Entered the 9th Grade: (calendar icon)
- NGA Cohort End Year: (dropdown menu)
- NCLB Cohort End Year: (text input)
- Post Grad Location: (dropdown menu)
- Transition Status: (dropdown menu)

The bottom window is titled "State Seal Information" and contains a table with the following columns: State Seal, Date Earned, Language, and Type.

State Seal	Date Earned	Language	Type
X (dropdown)	(calendar icon)	Select a Value (dropdown)	(dropdown)

Below the table is an "Add State Seal" button.



## Data Standard Graduation

Rev. 7/01/2025

### Add a State Seal for a student

1. Select **Add State Seal** if blank record is not available and enter the details.

**State Seal:** Choose from the options in the dropdown menu

- Seal of Biliteracy
- Seal of Arts Excellence

**Date Earned:** The date the student earned this State Seal.

**Language:** The language for which the student has earned a Seal of Biliteracy. Leave this field blank if the student has earned a Seal of Art Excellence.

**Type:** The content area for which the student has earned a Seal of Art Excellence. Leave this field blank if the student has earned a Seal of Biliteracy.

- The 'Language' field must be used for Seal of Biliteracy and the 'Type' field must be used with Seal of Art Excellence. A warning will appear if the incorrect field is used.

2. Select **Save**

### Include State Seals on transcript(s)

**Path:** System Settings | System Preferences

**Tool Search:** Reports Setup

The transcript report preferences should be updated for all schools.

**Report Display Options**

**Display Options**

Report Contents

Course Display:

☐ Enrollment History      ☐ Activity Courses

☐ No Show      ☐ Immunization      ☐ Standard Rubric

☐ Attendance      ☐ Report Comments      ☐ Docufide Compatible

☐ In-Progress Courses      ☐ Report CTE Program

Report Header & Format

☐ No Shading      ☐ Blank Header      ☒ Official Transcript      ☒ Official Signature

☐ Accreditation      ☒ District Name      ☒ School CEEB Code      ☒ School Code

☐ Student's Phone      ☐ District Number     

Student Information ⓘ

☐ Student Picture      ☒ Counselor      ☐ SSN      ☒ Gender

☒ State ID      ☒ Diploma Date      ☐ Diploma Type      ☒ Gender Identity

☐ NCES Grade      ☐ Guardian      ☒ State Seals      ☐ Legal Gender

☐ Race/Ethnicity      ☐ Place of Birth      ☐ Legal Name      ☐ Principal

☐ Expected Graduation Year

Records Transfer Settings

☒ Default for Transfer

1. Choose an existing transcript report or create a new one.

## Data Standard Graduation

Rev. 7/01/2025

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2. Go to the Display options and check the **State Seals** box.
3. Save