

Data Standard Graduation

Rev. 5/5/2021

Ownership and History

Standard prepared by:

David Curd, Kim Walters, Scott U'Sellis, Caryn Davidson

Data steward(s)

[David Curd](#), (502) 564-9853, ext. 4744 (Graduation)

[Kim Walters](#), (502) 564-2020, ext. 2474 (Diploma period for KEES reporting)

[Scott U'Sellis](#), (502) 564-4286, ext. 4225 (Transition status)

[Caryn Davidson](#), (502) 564-9850 (Seal of Biliteracy)

Office(s)

Office of Standards, Assessment and Accountability

Office of Education Technology

Office of Career and Technical Education

Office of Teaching and Learning

Revision history

- May 5, 2021
 - Added Section D - State Seal Information
- 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
- May 13, 2019
 - Transition status options updated
- December 18, 2017
 - Diploma period label changed from Early Graduate to Mid-Year

Data Standard Graduation

Rev. 5/10/2021

Contents

Ownership and History	1
Overview	3
Section A – Graduation and Cohort	4
Section B – Diploma Period for KEES Reporting	5
Section C – Transition Status	5
Section D – State Seal Information	7
Add a State Seal for a student	8
Include State Seals on transcript(s).....	9

Data Standard Graduation

Rev. 5/10/2021

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. 5/10/2021

Section A – Graduation and Cohort

Campus Path: Student Information / General / Graduation Tab

Required fields for graduation and cohort in red boxes below

The screenshot shows a web-based form for 'State Graduation Record'. The form is organized into several sections:

- State Graduation Record**: Includes 'Earliest Grade 9 Enrollment Information' with fields for Grade 9 Date (08/01/2012), NCLB Cohort Year (2016), District Number (151), and District Name (Edmonson County). A 'Modified Date' of 05/11/2013 is also shown.
- Enrollment Data: Edmonson County (151)**: A summary section.
- Graduation Detail: Edmonson County (151)**: A summary section.
- General Graduation Information**: The main data entry section, containing:
 - Diploma Date**: A date field with a calendar icon, highlighted in red.
 - Diploma Type**: A dropdown menu, highlighted in red.
 - Diploma Period**: A dropdown menu.
 - Date First Entered the 9th Grade**: A date field with a calendar icon, highlighted in red.
 - NGA Cohort End Year**: A dropdown menu with '2016' selected.
 - NCLB Cohort End Year**: A text field with '2016' entered, highlighted in red.
 - Post Grad Location**: A dropdown menu.
 - Transition Status**: A dropdown menu.

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 9th 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. 5/10/2021

Section B – Diploma Period for KEES Reporting

Campus Path: Student Information / General / Graduation Tab

Required field for KEES reporting

The screenshot shows the 'General Graduation Information' section of the Infinite Campus system. The 'Diploma Period' dropdown menu is highlighted with a red box. Other fields include: Diploma Date (calendar icon), Diploma Type (dropdown), Date First Entered the 9th Grade (08/01/2012 with calendar icon), NGA Cohort End Year (2016 dropdown), NCLB Cohort End Year (2016 text input), Post Grad Location (dropdown), and Transition Status (dropdown).

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

Campus Path: Student Information / General / Graduation Tab

Required field for transition reporting

There is a plan to work with KYStats to collect data on the following graduates moving forward (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 don’t fall into one of those three categories. Starting with cohort 2020, schools will only be 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;

Data Standard Graduation

Rev. 5/10/2021

- 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 the vast majority of 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 provide schools a list of students that 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.

Graduation Detail: Edmonson County (151)

General Graduation Information

Diploma Date:

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/01/2012

NGA Cohort End Year: 2016

NCLB Cohort End Year: 2016

Post Grad Location:

Transition Status:

Data Standard Graduation

Rev. 5/10/2021

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](#)

Section D – State Seal Information

Campus Path: Student Information / General / Graduation Tab

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

Districts may choose how to recognize their Seal of Biliteracy 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 Seal of Biliteracy students on their local transcripts can use the State Seal Information fields.

Data Standard Graduation

Rev. 5/10/2021


General Graduation Information

GRAD Score: 57 ⓘ

Diploma Date: 

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/09/2017 


NGA Cohort End Year: 2021

NCLB Cohort End Year: 2021

Post Grad Location:

Transition Status:

State Seal Information

State Seal	Date Earned	Language
<input type="text"/>	<input type="text"/> 	Select a Value <input type="text"/>

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**Date Earned:** The date the student earned this State Seal.
Language: The language for which the student has earned a Seal of Biliteracy.
2. Select **Save**

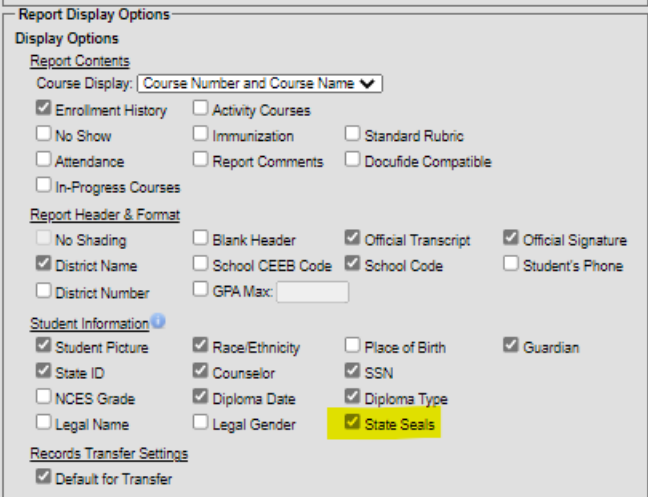
Data Standard Graduation

Rev. 5/10/2021

Include State Seals on transcript(s)

Campus Path: System Administrator / Preferences / Reports

The transcript report preferences should be updated for all schools.
KDE is working with Parchment to display State Seals on eTranscript.



The screenshot shows a web form titled "Report Display Options". It is divided into several sections:

- Display Options**
 - Report Contents**
 - Course Display: Course Number and Course Name (dropdown)
 - Enrollment History
 - Activity Courses
 - No Show
 - Immunization
 - Standard Rubric
 - Attendance
 - Report Comments
 - Docufide Compatible
 - In-Progress Courses
 - Report Header & Format**
 - No Shading
 - Blank Header
 - Official Transcript
 - Official Signature
 - District Name
 - School CEEB Code
 - School Code
 - Student's Phone
 - District Number
 - GPA Max:
 - Student Information**
 - Student Picture
 - Race/Ethnicity
 - Place of Birth
 - Guardian
 - State ID
 - Counselor
 - SSN
 - NCES Grade
 - Diploma Date
 - Diploma Type
 - Legal Name
 - Legal Gender
 - State Seals
 - Records Transfer Settings**
 - Default for Transfer

1. Choose an existing transcript report or create a new one.
2. Go to the Display options and check the **State Seals** box.
3. Save