

## **Take action before April 2008!**

### **Steps you can take to ensure your cohort graduation data are correct.**

In correspondence dated November 2, 2006, May 31, 2007, August 13, 2007, and December 5, 2007, the Center for Educational Performance Information (CEPI) and the Michigan Department of Education (MDE) notified you that, in order to comply with *The No Child Left Behind Act of 2001* and to meet the national standards set forth in the National Governors Association (NGA) "Graduation Counts Compact," the state of Michigan must move to an accountability system for high schools in which a **graduation rate includes only "on-time" graduates who earn diplomas in four years.**

By performing the steps listed below, you take action now to ensure your data are correct:

#### **Data quality tasks for your SRSD/UIC authorized user**

A class of 2007 four-year cohort report is now available for review in the Single Record Student Database (SRSD)/ Unique Identification Code (UIC) Application based on data submitted via the SRSD End of Year (EOY) 2007 collection. In addition, the upcoming classes of 2008, 2009 and 2010 cohort reports are available for your review.

- 1) **Work with your SRSD/UIC Application authorized user** to access the report through the SRSD Application.
- 2) **Carefully review the report** to ensure that the data your district reported to CEPI are accurate and complete.
  - Those student records coded as a "Dropped – MER" (Missing Expected Record) are likely data quality concerns. Check to see if those student records have been subsequently submitted with new UICs (submit a request to link UICs), or if they were reported with the wrong exit codes.
  - Ensure that the student UICs are correctly assigned and/or linked. Accurate UIC resolution is critical for the graduation rate calculation, as it involves tracking students over four years (14 SRSD data submissions) using student UICs.

#### **Understanding Unique Identification Codes (UICs)**

- CEPI is working to link students with multiple UICs. Multiple UICs may have been assigned if districts did not complete UIC resolution during the past four years.
- Good news! Clean UICs enable CEPI to credit schools when a student coded as a dropout actually enrolled somewhere else.