**Reconciling your Cohort Folders**

The following directions will help you verify you have uploaded all cohort documents needed and no student has been overlooked.

Unless you see Mac or PC, each step is for either type of computer.

Creating a list of withdrawn students:

1. Log into PowerSchool: <https://powerschool.cmcss.net/admin/pw.html>
2. First you need to do a search to pull only the inactive students for the 2016-2017 school year (this search must pull all students who should have appropriate documentation in your cohort folders on the sharing server)
	1. In the search bar on the PowerSchool home page, copy and paste the following and click on enter:

/enroll\_status > 0;tn\_yearentereredninthgrade >2012

* 1. If you were to complete this search during the 2017-2018 school year you would use:

/enroll\_status > 0;tn\_yearentereredninthgrade >2013

1. Next, go to the ‘Select Function’ button on the bottom right side of your screen and click on the upside down triangle to the right of the button, then click on ‘Quick Export’
	1. On the quick Export screen copy and paste the following fields into the export box.

Lastfirst

State\_StudentNumber

TN\_Yearentereredninthgrade

ExitCode

ExitComment

ExitDate

* 1. Put a check in the ‘Surround Fields’ box below Record Delimiter
		1. If it is not checked the data will not be usable
	2. Click on the ‘submit’ button on the lower right side of the screen
1. After clicking on submit you should have a box open allowing you to save or open the file. You will want to be sure you open the file using Excel. Select the Open with button in the box, then click on Browse, if Excel is not in this box click on browse again and select Microsoft Excel. Once Excel is selected, click ‘OK’
2. Save the Excel spread sheet with a file name and in a location you can easily find.
	1. For example, on your desktop with the name ‘Cohort 2013 withdrawn’
	2. When saving be sure to change the save as type to Excel Workbook
	3. When you open this excel spread sheet the column with Exit Comments is more than one-line long. If you only see one line per student, you will need to open the fields so you may read everything in this field. To do this first click on the top left corner of the spreadsheet above 1 and left of A, this will highlight the entire document. Next, place your mouse between line 3 and 4, the large plus where the mouse is will become a thin line when between these two cells. At this point double click and you will see all of the lines.

Next steps after a cohort spread sheet has been created.

1. Central office has created a list of all Code 3 (withdrawn to another public school inside the state of Tennessee) students (as of 9/27/16 at 8:20 AM)
	1. We will be searching to ensure all of these students have subsequently enrolled in another school through EIS which is the only permitted method to remove a code 3 student from your cohort.
	2. You do not need to confirm documents are in the sharing server for Exit Code 3 students at this time
		1. We will notify you of any student not appropriately enrolled in another district along with next steps once the list has been checked for all buildings and students
	3. From this point forward please upload a record request for every code 3 student into the sharing server
		1. You will need this request as proof the student has entered another school and we will need the document as support for appeal
2. Sort your Excel document by Cohort, Exit Code, and then student name
	1. On a Mac
		1. Select the entire spread sheet (see step 5c above if on a Mac or if on a PC you may also hold down the Ctrl key then press A)
		2. Click on the word ‘Data’ at the top of the screen
		3. In the drop down box under ‘Data’ select ‘Sort’
		4. Make sure ‘My list has headers’ is checked
		5. Click in the space under the word column and click on TN\_Yearentereredningthegrade
		6. Click on the plus sign in the bottom left of the box to add another field
		7. Click in the space under the last field entered and click on ExitCode
		8. Click on the plus sign in the bottom left of the box to add another field
		9. Then click in the space below ExitCode and click on lastfirst
		10. Click ok
	2. On a PC
		1. Select the entire spread sheet
		2. Click on the word data at the top of the page
		3. Click on the Sort button
		4. Next to Sort by select TN\_Yearentereredningthegrade
		5. Click Add Level
		6. Next to Sort by select ExitCode
		7. Click Add Level
		8. Next to Sort by select lastfirst
		9. Click on OK
3. Begin with Cohort 2013 students
	1. For each step where we recommend confirming a file is on the sharing server, we are suggesting you open each file to be sure it is vertical, legible, complete, and is a state approved document
		1. Current withdrawal code guidance and support documents such as the enrollment manual can be found here: <https://sites.google.com/site/cmcssassessment/graduation-data>
	2. Ensure you have followed Dot’s instructions for entering the data correctly in the Exit Comment box in PowerSchool
	3. Confirm all withdraw code 0 and 1 (under and over 18 drop outs) have not enrolled in another program or facility
		1. Determine if a student has subsequently enrolled in another program or facility which would permit you to change the drop out code
			1. Schools spend vast amounts of time every year at the last minute trying to track down these students to confirm their status only to find out too late they did not have to remain a non-graduate
		2. **Reminder**: If at any time you change the Exit/Withdrawal Code for any current senior cohort student (for 2016-2017 the 2013 cohort), email Karl Bittinger the student name, USID, and what code change has been made
	4. Confirm code 5 (transfer out of state) students are correctly coded and that you have an appropriate state approved document for code 5 for each student in the sharing server
		1. Records request originated from new school (does not have CMCSS on the top) or letter from new school on their letter head signed by their administration stating enrollment of the student
		2. For Foreign Exchange you must have the official and complete document from student services uploaded
		3. For students who have moved out of the country you may have a letter signed by a parent/guardian or by a building principal or AP showing the student has moved out of the country
	5. Confirm code 10 (withdrawal to home school in the home) students are correctly coded and that you have uploaded the full two page (signed by parent/guardian) intent to homeschool document from student services to the sharing server
		1. This is only for student homeschooled in the home not a private homeschool or online homeschool through other institutions
	6. Confirm code 17 (out-of-state online school, not brick-and-mortar) students are correctly coded and that you have uploaded state approved documents for each in the sharing server
		1. Records request originated from new school (does not have CMCSS on the top) or letter from new school on their letter head signed by their administration stating enrollment of the student
	7. Confirm code 6 (Non-Public TN School) students are correctly coded and that you have uploaded state approved documentation for each
		1. The non-public school must be on the approved list from the year the student left: <https://sites.google.com/site/cmcssassessment/graduation-data>
		2. Records request originated from new school (does not have CMCSS on the top) or letter from new school on their letter head signed by their administration stating enrollment of the student
	8. Confirm code 2 (DCS institution placement) students are correctly coded and that you have uploaded state approved documentation for each
		1. You must have proof from DCS the placement is in an approved DCS facility <https://sites.google.com/site/cmcssassessment/graduation-data>
		2. You must have a written acknowledgment on official letterhead from an administrator at the state institution that the student is receiving educational services that culminate in a regular high school diploma
	9. Confirm any remaining codes are accurate and that you have approved documentation uploaded for each student
		1. <https://sites.google.com/site/cmcssassessment/graduation-data>
4. Repeat step 3 for Cohort 2014
5. Repeat step 3 for Cohort 2015
6. Repeat step 3 for Cohort 2016

Contact assessment@cmcss.net and Judy.Springer@cmcss.net if you have any questions.