New state requirements and procedures have required districts to realign their processes for working with student documentation associated with each school’s graduation rate. This outline shows the changes identified in CMCSS to help support schools through this update.

Any work you have done prior to this communication should **NOT** be redone. Please only update your processes from this point forward.

**Updated CMCSS Cohort Data Processes**

1. We will be moving to a new file naming protocol to be used for any file not already saved using the old protocol.
	1. File naming format: LAST USID SCHOOL COHORT
		1. (Students last name) space (Student’s USID, State Student Number) space (School Abbreviation; CHS, KHS, MCHS, MIDCO, NEHS, NWHS, RHS, WCHS, AHS, VS) space (Student’s Cohort Year)
			1. Example: SMITH 4180608 VS 2018
		2. The state student number or USID is in PowerSchool in ‘State/Province – TN’ at the top of the page or on the spreadsheet sent by the district.
2. Student records requests are still to be uploaded to the district sharing server.
	1. Location: IC-Files.cmcss.net > Sharing > GraduationCohortData > YOUR SCHOOL’S NAME
3. There are no longer separate year folders in your school folder.
	1. This will help in finding documents with incorrect cohort years.
4. Documents should only be uploaded one time unless listed as missing from the district.
	1. Please do not move every file received into your folder on the server every time.
	2. After a file has been used it will be moved out of your folder so you can easily see if the documents stated as missing from the district are in your folder.
5. Each high school’s principal and Enrollment Team will receive a spreadsheet containing all available cohort data at least six times per year. [Enrollment Team resources and dates can be found by clicking on this sentence.](https://accountability.cmcss.net/enrollment-and-graduation/)
	1. This spreadsheet will contain FERPA information and must be treated as such.
	2. This new format includes a tab showing counts for each school based on students who need to be addressed. There are explanations under the table explaining what can be done to address the different student groups.
	3. Following this first tab is a tab for each high school with a column showing the status of each student.

There are several of us on the Accountability/Assessment Team who can support you with any questions you may have. To ensure the timeliest response please send your questions to assessment@cmcss.net.

Thank you

The Accountability and Assessment Team

