C:\Documents and Settings\cindy.gregory\Local Settings\Temporary Internet Files\Content.IE5\16YVQHZT\MC900310560[1].wmfNew Mexico Public Education Department

High School Cohort

REQUEST FOR COHORT REASSIGNMENT

The New Mexico Public Education Department (PED) has classified all high school students by their cohort (expected year of graduation) based on the year and grade they entered high school, as recorded in STARS snapshots. The PED provides a review period for schools and districts to examine student lists and to request a revision. Please review all technical guidance in the *High School Cohort* document Library (DOCS) before submitting a request.

Requests for review must be submitted by the published deadline for the current cohort. Please fully describe the reason you believe the cohort assignment is incorrect, and attach supporting documentation. Completed materials can be submitted one of two ways:

1. Preferred: Scan and submit electronically via email ([daniel.barto2@state.nm.us](mailto:daniel.barto2@state.nm.us)).
2. Alternately: Fax hard copy to (505) 827-6689, Attention: Daniel Barto.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| District Name: | | | | | District  Code: |
| School Name: | | | | | School  Code: |
| Student(s) in question: | | | | | |
| State ID | Student Initials | Current Cohort  (2019) | Requested Cohort  (e.g., 2020) | Rationale for Reassignment\* | |
|  |  |  |  |  | |
|  |  |  |  |  | |
|  |  |  |  |  | |
|  |  |  |  |  | |
|  |  |  |  |  | |
|  |  |  |  |  | |
| Append each student’s snapshot history from the STARS report. Applications without this information will be considered incomplete and will NOT be processed.  **STARS REPORTING → PUBLIC FOLDERS → ESCHOLAR FRAMEWORK – VERIFY → DISTRICT AND LOCATION REPORTS → HIGH SCHOOL COHORT → STUDENT ID – CHECK STUDENT SNAPSHOTS** | | | | | |
| \*Rationale Key:  1. Student did not have two consecutive snapshots in high school.  2. Student’s accelerated coursework triggered accidental placement in an advanced cohort; evidence of DOB required.  3. Student appears to be sharing an ID with another student in another district.  4. Student appears to have gotten two IDs.  Note: failure of the school to properly assign the student’s grade at entry is not applicable. | | | | | |
| Contact for questions: (Name, email, and phone) | | | | | |

Superintendent Signature Date