



ACCOUNTABILITY

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SY 2023-24 Graduation Cohort Validation Process Fact Sheet

Overview (Why is This Important?)

Each year, the PED asks all high schools to validate their graduation cohort membership and exit outcomes within the [PED Graduation Portal](#). This information is utilized within the state's [accountability model](#) as schools are awarded points for their graduation rates. The measures for school identification that are impacted by the cohort validation process include:

Accountability Measure	Definition
Growth in Four-Year Graduation Rate	The annual increase in the 4-year graduation rate over three years.
Four-Year Graduation Rate	Percent of students graduating within four years with a high school diploma.
Five-Year Graduation Rate	Percent of students graduating within five years with a high school diploma.
Six-Year Graduation Rate	Percent of students graduating within six years with a high school diploma.

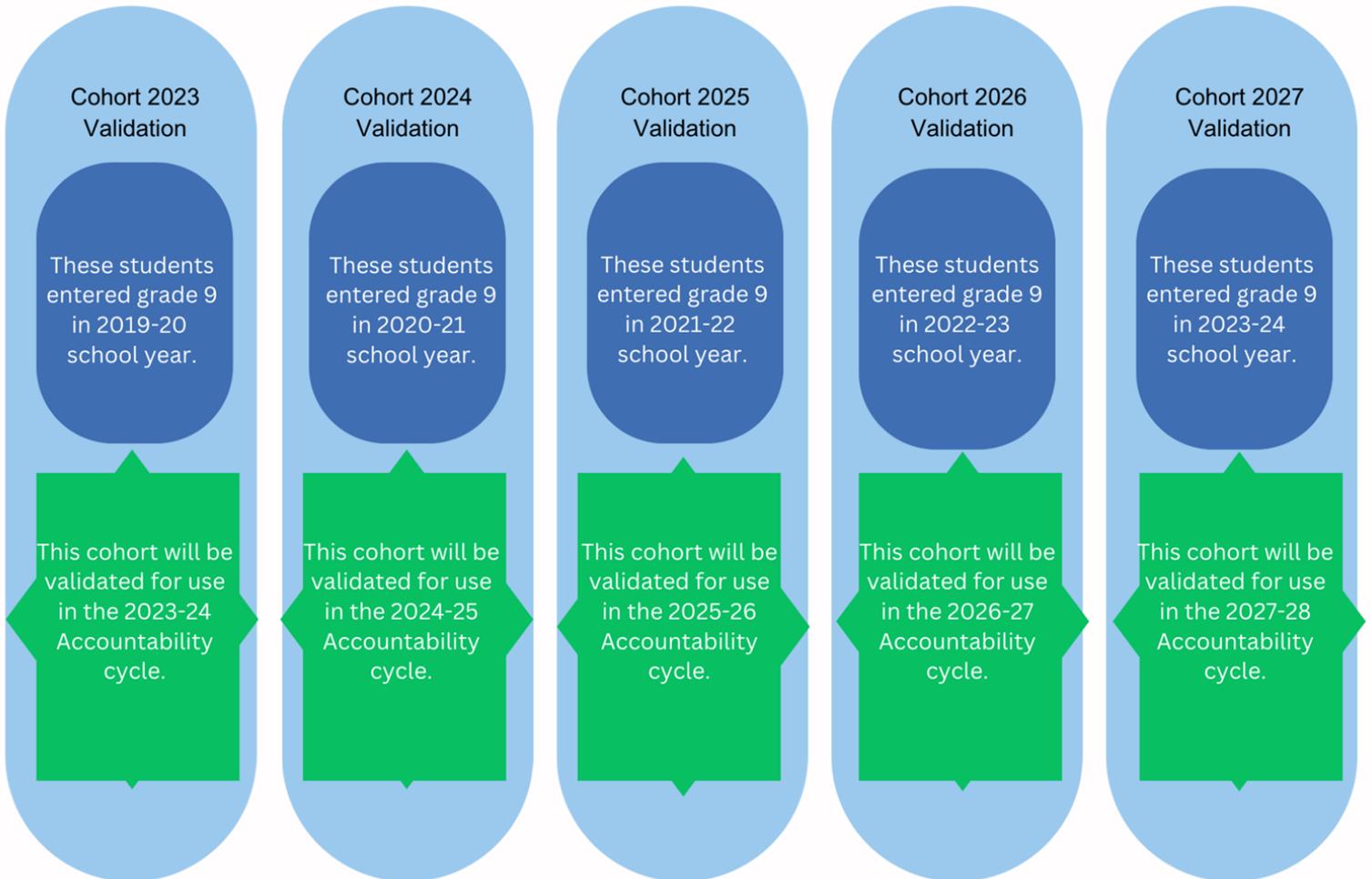
Process (How & Where Does it Take Place?)

Graduation rates are one-year lagged. The rates that are published in the current year are for the cohort that graduated by August 1 of the prior year. There are two phases to the cohort validation process.

Phase 1	Phase II
<p>LEAs confirm (validate) cohort rosters for the 4-year graduation rate. (These are students that were 9th graders in the first year of the cohort.)The goal is to confirm that these students were at one time a part of the LEA during their high school tenure.</p> <ul style="list-style-type: none"> The confirmation is done by comparing the cohort roster in the Grad Cohort Portal with the HIGH SCHOOL COHORT STARS report. If a change is required, LEAs must submit the Phase 1 form into the Document library of the Grad portal. 	<p>LEAs correct student exit outcomes – the code that depicts how the student leaves the school. For example, a student can graduate, move out of state, withdraw, or emigrate out of country.</p> <ul style="list-style-type: none"> To update the outcomes of the cohort roster (Outcome Codes here), LEAs must log into the Grad Cohort Portal. Only for students who are listed as LastLocation=Y, LEAs must confirm the outcome code matches the local registrar records. Upon review completion, LEAs must submit the Phase II form into the Document Library of the Grad Portal - even if no changes were made, the form submission is required.

PHASE I Reference Information

- Definition of a cohort: A student is assigned to a cohort based on when the student enters 9th grade (e.g., a student who entered 9th grade in 2021 is a member of cohort 2025). The cohort continues for 5th and 6th years for all students even if a student graduates.
- To be included in the cohort, a student must appear in at least one snapshot.



PHASE II Reference Information

This is a critical part of cohort validation. LEAs must verify the Outcome Code for all LastLocation=Y high school students within the portal.

The PED retains the Outcome Code for the student until it is updated by the LEA. Therefore, many students are listed as Outcome Code E1 (still enrolled) when they have actually graduated or left the state. To obtain a true portrayal of an LEA's performance, **Outcome Codes must be updated and verified as accurate.**

The current list of state Outcome Codes for LEAs to utilize during Phase II is posted here: [Graduation Outcome Code Descriptions](#).

New Mexico employs a Shared Accountability Units (SAU) system where schools are proportionally attributed credit based on the number of snapshots a student spent at the school. Transfer students that graduate with their cohort will contribute partial graduation credit to each school they attend. Only the school that is the last location of the student is responsible for updating the Outcome Code.