

## **Graduation Cohort Validations Report**

Last Modified on 03/11/2024 8:45 am CD7

## Report Editor | Generate the Report

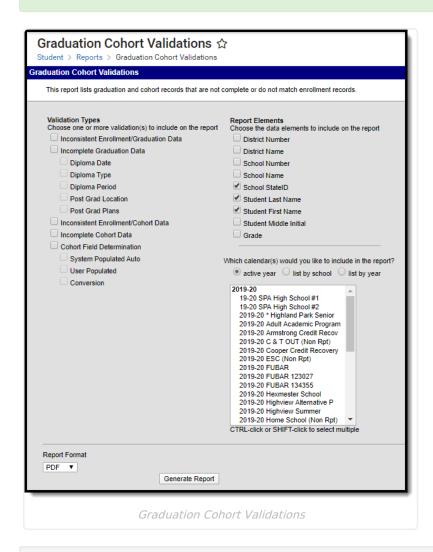
Tool Search: Graduation Cohort Validations

The Graduation Cohort Validations Report lists graduation and cohort records that are not complete or do not match enrollment records. Information returned on this report can be used to perform data cleanup before state and federal graduation reporting.

Users can choose which validation types to include on the report and which report elements.

Information included on this report does not mean the data is wrong, but that the data should be reviewed to verify the information.

It is the district's or school's decision to determine how much data is necessary to consider the data as accurate. Campus does not require all fields on the report for the saving of information.





**Read** - Access and generate the Graduation Cohort Validations Report.

Write - N/A Add - N/A Delete - N/A

For more information about Tool Rights and how they function, see the Tool Rights article.

## **Report Editor**

The following information is available on the Graduation Cohort Validations Report.

Field	Description
Validation Types	<ul> <li>The following options can be selected to validate the student's graduation information.</li> <li>Inconsistent Enrollment/Graduation Data - Lists instances where a student's enrollment record is missing necessary information to indicate the student has graduation. This may be a diploma date exists but the enrollment hasn't been ended.</li> <li>Incomplete Graduation Data - Indicates which students do not have all graduation fields populated on the Graduation tool.</li> <li>Inconsistent Enrollment/Cohort Data - Indicates information related to the student's enrollment does not match correctly with entered graduation cohort data. This may be the student's 9th grade entry date is incorrect or the student's recent grade level is incorrect. NOTE: When the report is generated in State Edition, a State 9th Grade Entry Date field can also be selected.</li> <li>Incomplete Cohort Data - Lists students where cohort information is missing</li> <li>Cohort Field Determination - Lists the students where the cohort information may have been auto-populated.</li> </ul>
Report Elements	Selections indicate which identifying information is included in the report.  School Identifiers  • District Number, District Name  • School Number, School Name, School State ID  Student Identifiers
	<ul> <li>Student Identifiers</li> <li>Student Last Name, Student First Name, Student Middle Initial</li> <li>Grade Level of Enrollment</li> </ul>
	If generating the report for multiple schools, it is suggested that the School Number and School Name be selected, in addition to also choosing the student's First and Last Name. This will make locating the student in Campus easier.

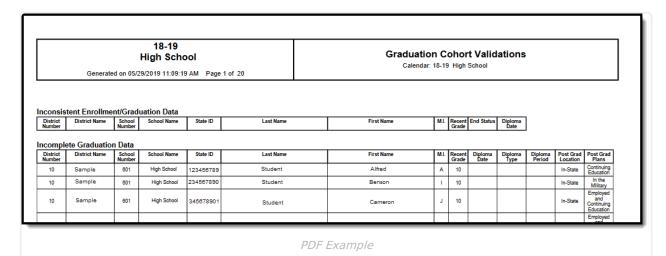


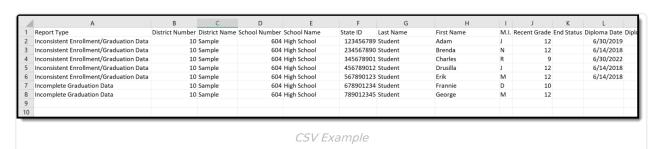
Field	Description
Calendar Selection	At least one calendar needs to be selected for this report to generate properly.  Only those calendars that have grade levels of 9-12 will be available.  Calendars can be selected by active year, by school name or by year.
Report Format	Determines how the report generates - PDF, HTML, CSV or DOCX.

## **Generate the Report**

- 1. Select which **Validation Types** to include on the report by placing a checkbox next to the desired options. When a parent validation is selected, the child validations will be available for selection.
- 2. Select which **Report Elements** to include on the report by placing a checkbox next to the desired options.
- 3. Select the Calendar(s) to include on the report.
- 4. Select the desired **Report Format**.
- 5. Click the **Generate Report** button. The report displays in a new browser window.

When generating the report in a State Edition, the Inconsistent Enrollment/Cohort Data table includes a State 9th Grade Entry Date column.







18-19 High School Generated on 05/29/2019 11:05:49 AM Page 1 of 20					Graduation Cohort Validations Calendar: 18-19 High School									
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District Number	District Name	School Number	School Name	State ID	Last Name		First Name	М.І.	Recent Grade	End Status	Diploma Date	]		
ncomple District Number	ete Graduatio	School Number	School Name	State ID	Last Name		First Name	M.I.	Recent Grade	Diploma Date	Diploma Type	Diploma Period	Post Grad Location	Post Gra Plans
District		School	School Name High School	State ID 123456789	Last Name Student		First Name Alfred	M.I.	Recent Grade	Diploma Date		Diploma Period		Plans Continuin Educatio
District Number	District Name	School Number						-	Grade	Diploma Date		Diploma Period	Location	Plans Continuir Educatio In the Military
District Number	District Name Sample	School Number 601	High School	123456789	Student		Alfred	-	Grade 10	Diploma Date		Diploma Period	In-State	Continui Education

HTML Example

18-19 High School Generated on 05/29/2019 11:05:49 AM Page 1 of 20						Graduation Cohort Validations Calendar: 18-19 High School								
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District Number	District Name	School Number	School Name	State ID	Last Name		First Name	M.I.	Recent Grade	End Status	Diploma Date			
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District		School	School Name High School	State ID 123456789	Last Name Student		First Name	M.I.	Recent Grade					Plans Continui Education
District Number	District Name	School Number						_	Grade				Location	Plans Continu Educati In the Militar
District Number	District Name Sample	School Number 601	High School	123456789	Student		Alfred	_	Grade 10				In-State	Continu Educat

DOCX Example