Graduation Rate Report

Last Modified on 05/26/2026 3:55 pm CDT

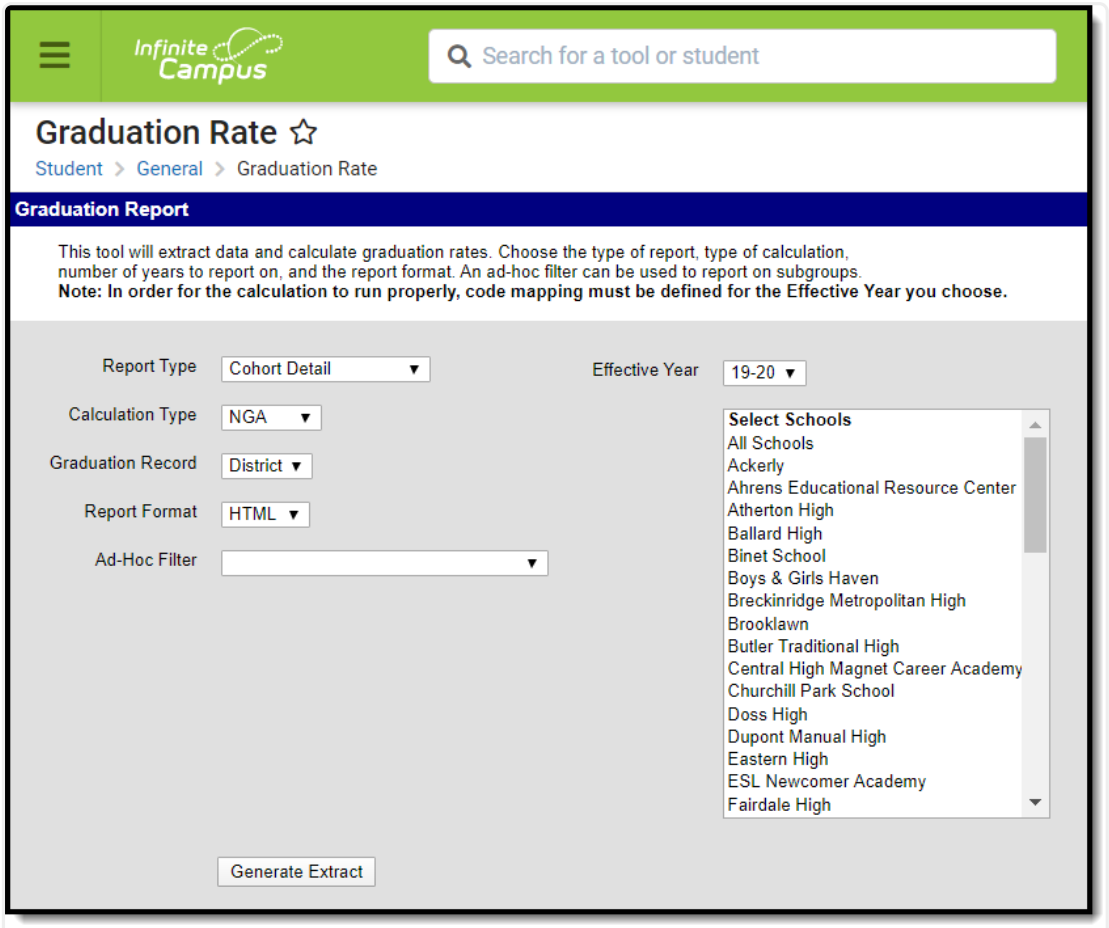
Tool Search: Graduation Rate

> This report is only available in **State Edition** and **state-linked District Edition** sites.

The Graduation Report extracts and calculates graduation rates for a cohort of students. Several Reports are available:

- Cohort Detail Report
- Cohort Summary Report
- Extended Year Cohort Report
- Interactive Cohort Report
- Single Year Detail Report
- Single Year Summary Report

These reports are for a specific cohort, which generally means the students are all in one grade. The Cohort Detail and Cohort Summary reports show data from grades 9-12 for the students in the cohort with their status in a particular grade (a student in the 2018 cohort transferred into the school in Grade 10 and dropped out in Grade 11, for example).



Graduation Rate Editor

See the Student Information Reports Tool Rights article for the tool rights needed to generate this report.

Report Logic

In order to properly calculate graduation rates, the Start Status, End Status and Diploma Types **MUST** be defined on a yearly basis using the Code Defining tool. **This step must be completed by a State Edition user. Data is then pushed to the state-linked district editions for these items.**

The following is assigned to enrollments based on the mapped value:

Mapped Value	Description	Logic

Mapped Value	Description	Logic
TIN	This value is assigned to enrollments with a start status mapped to a value of *Transferred In.*	A student is considered transferred in if there is an enrollment with a start status mapped to TIN or if there is no enrollment for the previous school year.
TOT	This value is assigned to enrollments with an end status mapped to a value of *Transferred Ou*t.	A student is considered transferred out if they have an enrollment with an end status mapped to TOT or if the student has enrollments with at least one year gap between them. • A student in grade 09-11 is counted in this group when their last enrollment for the year has an end status mapped to Transferred Out, regardless of the enrollment end date. • A student in grade 12 is counted in this group when their last enrollment for the year has an end status mapped to Transferred Out with an end date that is before the last instructional day in the calendar. If the enrollment ends on the last day of the school year, the student is counted in the "Remain in School" group.
DRP	This value is assigned to enrollments with an end status mapped to a value of *Dropped Out.*	A student is considered dropped out if they have an enrollment with an end status mapped to DRP or if the student leaves the school before year 4 with an enrollment end status mapped to something other than TOT or DED.
DED	This value is assigned to enrollments with an end status mapped to a value of *Cohort Deduction.*	A student is considered a deduction if they do not have a returning enrollment and the last enrollment for the student has an end status mapped to DED. If the student has an enrollment after this, they will not be considered as a DED.

Mapped Value	Description	Logic
GRD	This value is assigned to enrollments with an end status mapped to a value of *Graduated* or a valued is entered in the Diploma Type field.	If the calculation type is NGA or Single Year, a student is considered as Graduated if the Diploma Type is not NULL and there is a Diploma Date or Enrollment End Date, regardless of End Status. If the calculation type is USDOE, a student is only considered as Graduated if the Diploma Type is not NULL and there is a Diploma Date or Enrollment End Date, regardless of End Status. This calculation only counts students with a Diploma Type mapped to "Regular High School Diploma".

Report Editor

Data Elements	Description
Report Type	Indicates which graduation report generates. Options include: • Cohort Detail Report • Cohort Summary Report • Extended Year Cohort Report • Interactive Cohort Report • Single Year Detail Report • Single Year Summary Report
Calculation	Indicates which calculation type is applied to the report. Options include: • NGA - available when generating the Cohort Detail, Cohort Summary and Interactive Cohort Report Types • Single Year - available when generating the Single Year Detail and Single Year Summary Report Types. • USDOE - available when generating the Cohort Detail, Cohort Summary, Extended Year Cohort, and Interactive Cohort Report Types. See the Graduation Rate Calculation Information section below for more information.

Data Elements	Description
Graduation Record	Indicates which graduation record reports. The report can be generated on the State Graduation Record or the District Graduation Record. In order for the district to properly generate the state report, State Edition users must publish graduation records to all districts.
Report Format	Indicates the format in which to run the report. Options include: • CSV - available for Cohort Summary, Extended Year Cohort and Single Year Summary Report Types • HTML - available for all Report Types • PDF - available for all Report Types except Interactive Cohort Report • DOCX - available for all Report Types except Interaction Cohort Report
Ad hoc Filter	Lists previously created filters that can be used to create a subgroup of students to include in the report.
Effective Year	Indicates from which school year graduation data reports.
Select Schools	Displays a list of schools from which to report graduation data. Only schools within the selected effective year display, and only schools in which eleventh and twelfth grade levels exist are available for selection.

Graduation Rate Calculation Information

The following information details the available report types.

Calculation	Formula	Description

Calculation	Formula	Description
NGA 4-Year Adjusted Cohort Calculation	Graduation Rate = (Number of cohort members who graduated / ((Number in original cohort) + (Transfers in) - (Transfers out) - (Cohort deductions))) X 100	This rate describes the number of students who have a NGA Cohort End Year that is Equal to the Effective Year entered on report editor. Four full years of data is needed to perform the calculation. The system gathers the following information to calculate the rate for a user specified year: • The **number students in the original cohort** - a count of students with a NGA Cohort End Year equal to the effective year selected on the report editor and students whose first 9th grade enrollment was at the start of the year three years prior • The **number of students who transferred in** - A count of students, with a NGA Cohort End Year equal to the effective year selected on the report editor that have a transferred in, 09-12th grade enrollment up to and including the cohort year. • The **number of students who transferred out** - A count of students, with a NGA Cohort End Year equal to the effective year selected on the report editor that have a transferred out, 09-12th grade enrollment up to and including the cohort year. • The **number of students deducted from the cohort** - A count of students, with a NGA Cohort End Year equal to the effective year selected on the report editor that have a Deduction, 09-12th grade enrollment up to and including the cohort year. • The **number of cohort members who graduated** - A count of students, with a NGA Cohort End Year equal to the effective year selected on the report editor that have a graduated end status in a 9-12 grade enrollment and diploma type is regular or other in the cohort year. See the Cohort Detail Report Examples section for print examples.

Calculation	Formula	Description
USDOE 4-Year Adjusted Cohort Calculation	Graduation Rate = (Number of cohort members who graduated / ((Number in original cohort) + (Transfers in) - (Transfers out) - (Cohort deductions))) X 100	This rate describes the number of students who started 9th grade in the same year that graduated four years later. Four full years of data is needed to perform the calculation. The information needed to calculate the rate is the same as the NGA information above except that the NCLB Cohort End Year field is used instead of NGA Cohort End Year and only regular diploma types are counted (other credentials do not count). • The number students in the original cohort - A count of students whose first 9th grade enrollment was at the start of the year three years prior (example, cohortYearNCLB = 2009 would have their **first** 9th grade enrollment set to the start of school in 05-0)6. • The number of cohort members who graduated - A count of students, with the specified year in the NCLB Cohort End Year, that have a graduated end status in a 9-12 grade enrollment and diploma type is regular in the cohort year. The formula for the USDOE calculation is the same as the calculation for the NGA rate above.
Extended Year Adjusted Cohort Calculation	Graduation Rate = (Number of cohort members who graduated / ((Number in original cohort) + (Transfers in) - (Transfers out) - (Cohort deductions))) X 100	This rate describes the number of students who started 9th grade in the same year that graduated 5 or 6 years later. Five full years of data is needed to calculate the 5 year rate; six full years of data is needed to calculate the 6 year rate. The information needed to calculate the extended NGA rate is the same as the NGA information above except it expands the scope of each item to include the 5th and/or 6th year. The information needed to calculate the extended USDOE rate is the same as the USDOE information above except it expands the scope of each item to include the 5th and/or 6th year. See the Extended Year Cohort Report Examples section for print examples.

Calculation	Formula	Description
Single Year Calculation	Graduation Rate = (Number of students in 12th grade who graduated / number of students in 12th grade) X 100	This rate describes the number of students in 11th and 12th grades who graduate in a specified year. As this rate depends on students having graduated, the rate is only useful on data at the end of the current year or on data from previous years. The system gathers the following information to calculate the rate: • The **number of students in 11th and12th grades** - A distinct count of students who has an enrollment in 11th or 12th grade in the year specified. • The **number of students who graduated (with any diploma type)** - A distinct count of students whose enrollment in the year specified contains an end status of graduated as set in the Code Defining tools. See the Single Year Detail Report Examples and Single Year Summary Report Examples sections for print examples.

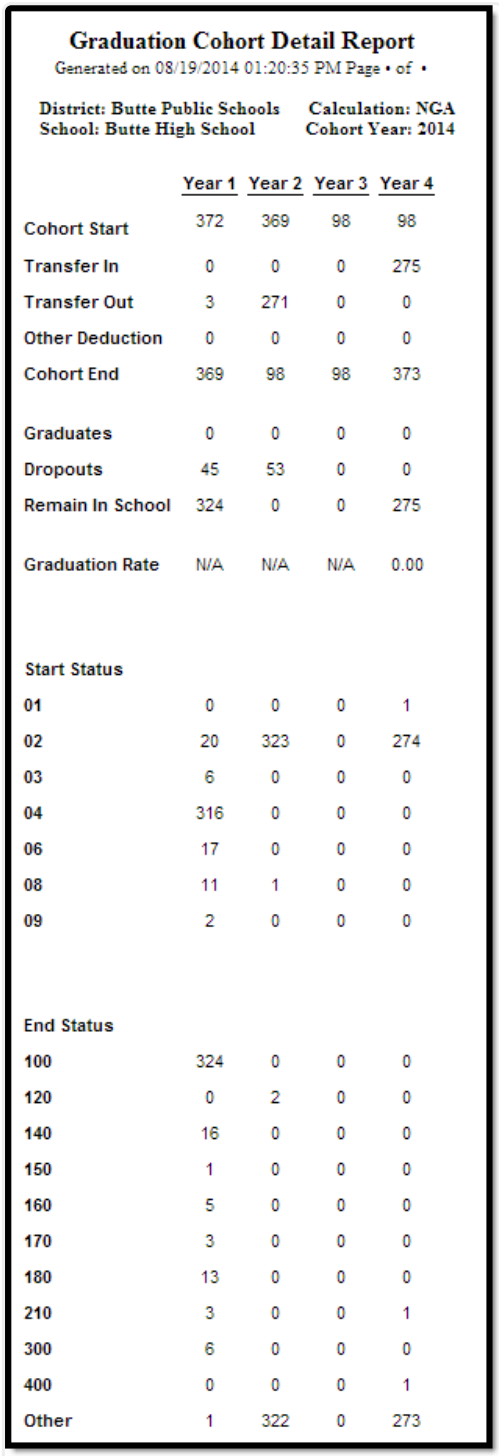
When State Edition users generate the Cohort Summary report using the USDOE calculation using the State Graduation record, the results of the report are saved to the GraduationRateReportResults tool. States can then create a Data Validation that can be used to allow Districts to certify on their graduation rate. This report will save 1 record per District and Cohort Year. Each time the report is run with the above parameters, the record is updated in the table. The districts can also run the report to update the table on the DE and then run the Data Validation tool on their District Data.

Generate the Graduation Rate Report

1. Choose a **Report Type** from the dropdown list.
2. Select a **Calculation** type from the dropdown list.
3. Select the **Graduation Record** type from the dropdown list.
4. Select a **Report Format**. Format options are limited by the **Report Type** selected.
5. Choose an **Ad Hoc Filter,** if desired.
6. Select an **Effective Year** from the dropdown list.
7. Choose one or multiple schools from the **Select Schools** area.
8. Click **Generate Extract**. Results appear in a new window in the selected format.

Cohort Detail Report Examples

Click here to expand...



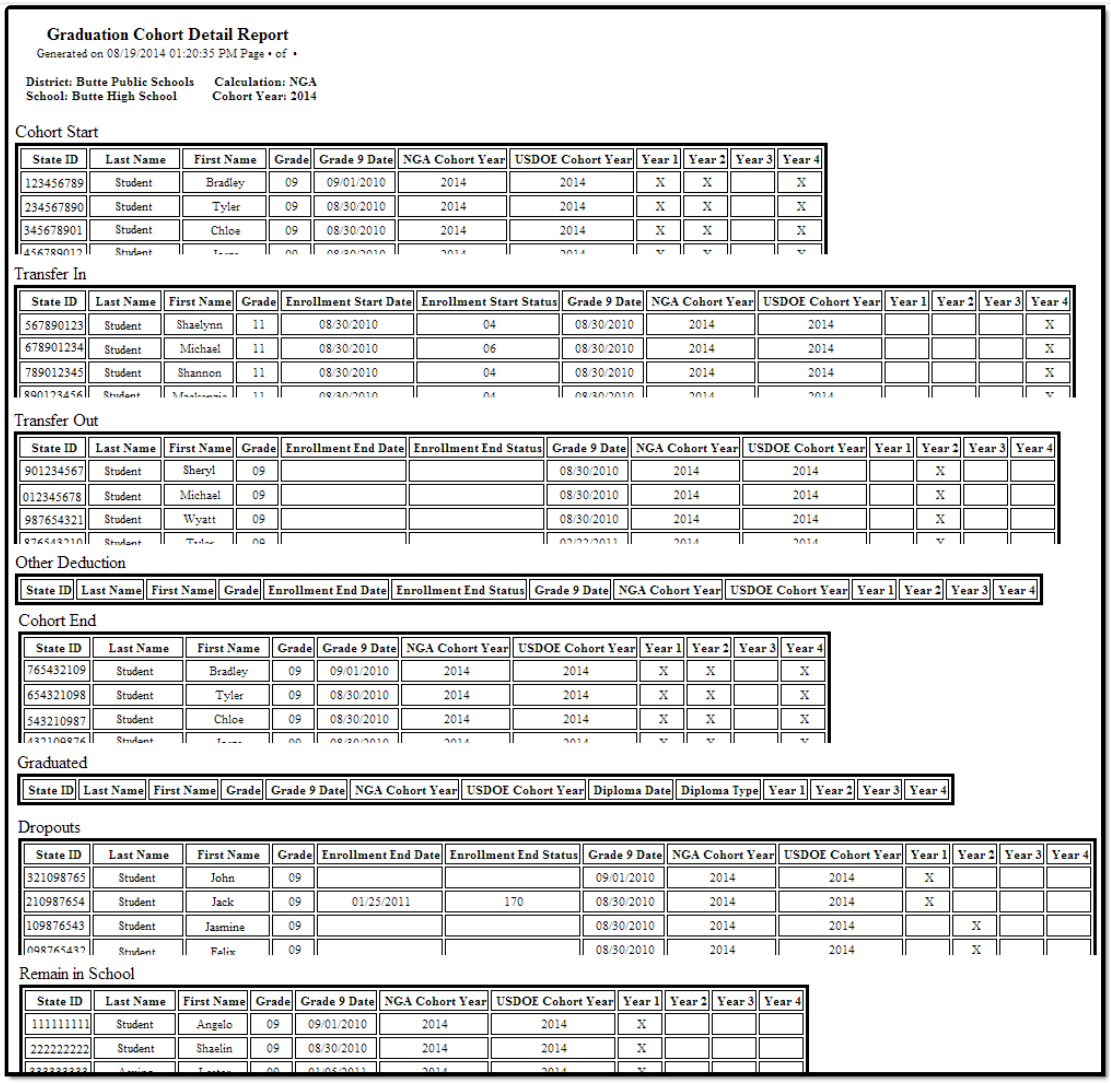
Graduation Cohort Detail Report

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District: Butte Public Schools **Calculation: NGA**
School: Butte High School **Cohort Year: 2014**

	Year 1	Year 2	Year 3	Year 4
Cohort Start	372	369	98	98
Transfer In	0	0	0	275
Transfer Out	3	271	0	0
Other Deduction	0	0	0	0
Cohort End	369	98	98	373
Graduates	0	0	0	0
Dropouts	45	53	0	0
Remain In School	324	0	0	275
Graduation Rate	N/A	N/A	N/A	0.00
Start Status				
01	0	0	0	1
02	20	323	0	274
03	6	0	0	0
04	316	0	0	0
06	17	0	0	0
08	11	1	0	0
09	2	0	0	0
End Status				
100	324	0	0	0
120	0	2	0	0
140	16	0	0	0
150	1	0	0	0
160	5	0	0	0
170	3	0	0	0
180	13	0	0	0
210	3	0	0	1
300	6	0	0	0
400	0	0	0	1
Other	1	322	0	273

Graduation Cohort Detail - HTML, Page 1



Graduation Cohort Detail Report

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District: Butte Public Schools **Calculation: NGA**
School: Butte High School **Cohort Year: 2014**

Cohort Start

State ID	Last Name	First Name	Grade	Grade 9 Date	NGA Cohort Year	USDOE Cohort Year	Year 1	Year 2	Year 3	Year 4
123456789	Student	Bradley	09	09/01/2010	2014	2014	X	X		X
234567890	Student	Tyler	09	08/30/2010	2014	2014	X	X		X
345678901	Student	Chloe	09	08/30/2010	2014	2014	X	X		X

Transfer In

State ID	Last Name	First Name	Grade	Enrollment Start Date	Enrollment Start Status	Grade 9 Date	NGA Cohort Year	USDOE Cohort Year	Year 1	Year 2	Year 3	Year 4
567890123	Student	Shaelynn	11	08/30/2010	04	08/30/2010	2014	2014				X
678901234	Student	Michael	11	08/30/2010	06	08/30/2010	2014	2014				X
789012345	Student	Shannon	11	08/30/2010	04	08/30/2010	2014	2014				X

Transfer Out

State ID	Last Name	First Name	Grade	Enrollment End Date	Enrollment End Status	Grade 9 Date	NGA Cohort Year	USDOE Cohort Year	Year 1	Year 2	Year 3	Year 4
901234567	Student	Sheryl	09			08/30/2010	2014	2014		X		
012345678	Student	Michael	09			08/30/2010	2014	2014		X		
987654321	Student	Wyatt	09			08/30/2010	2014	2014		X		

Other Deduction

State ID	Last Name	First Name	Grade	Enrollment End Date	Enrollment End Status	Grade 9 Date	NGA Cohort Year	USDOE Cohort Year	Year 1	Year 2	Year 3	Year 4

Cohort End

State ID	Last Name	First Name	Grade	Grade 9 Date	NGA Cohort Year	USDOE Cohort Year	Year 1	Year 2	Year 3	Year 4
765432109	Student	Bradley	09	09/01/2010	2014	2014	X	X		X
654321098	Student	Tyler	09	08/30/2010	2014	2014	X	X		X
543210987	Student	Chloe	09	08/30/2010	2014	2014	X	X		X

Graduated

State ID	Last Name	First Name	Grade	Grade 9 Date	NGA Cohort Year	USDOE Cohort Year	Diploma Date	Diploma Type	Year 1	Year 2	Year 3	Year 4

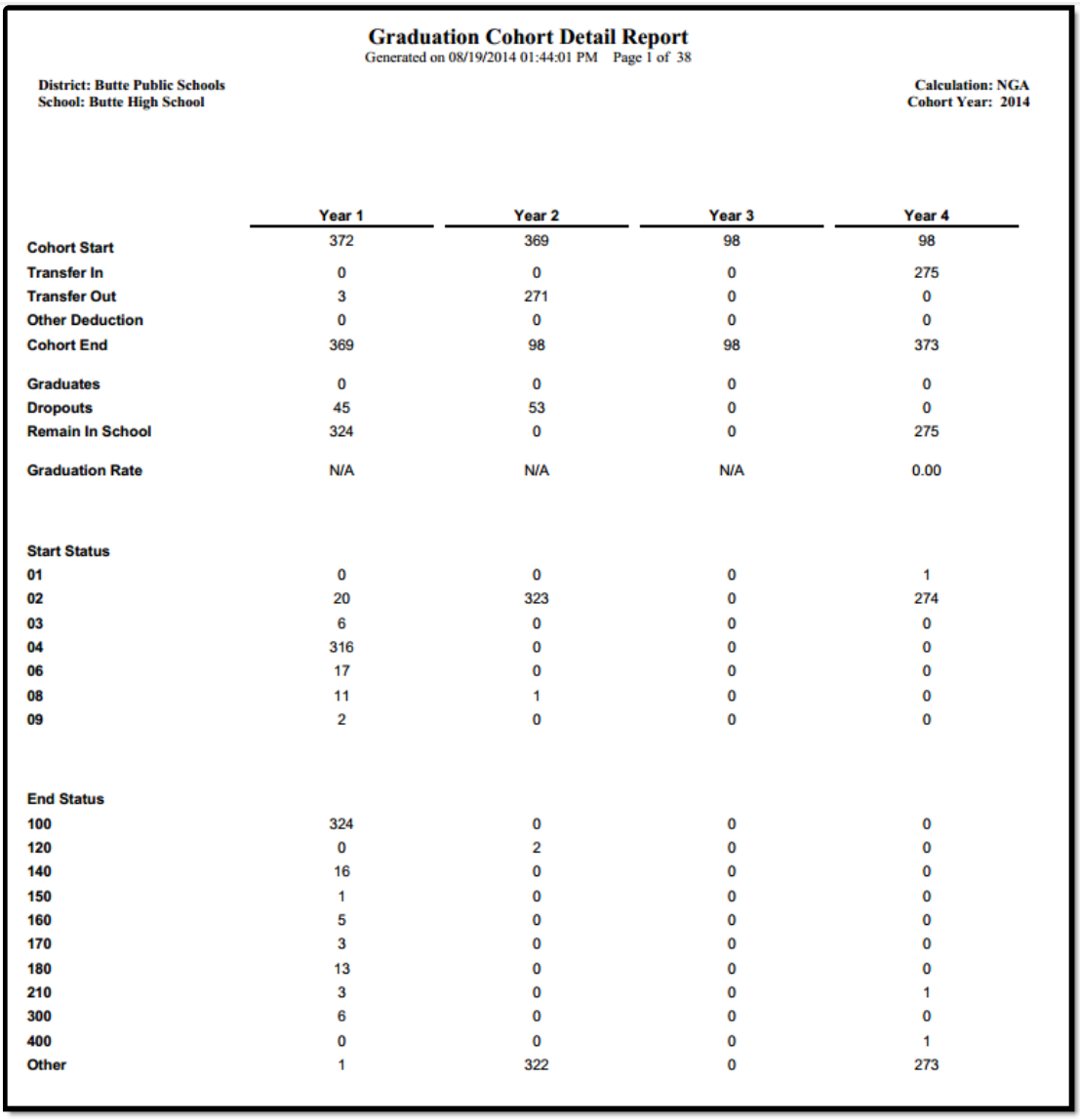
Dropouts

State ID	Last Name	First Name	Grade	Enrollment End Date	Enrollment End Status	Grade 9 Date	NGA Cohort Year	USDOE Cohort Year	Year 1	Year 2	Year 3	Year 4
321098765	Student	John	09			09/01/2010	2014	2014	X			
210987654	Student	Jack	09	01/25/2011	170	08/30/2010	2014	2014	X			
109876543	Student	Jasmine	09			08/30/2010	2014	2014		X		

Remain in School

State ID	Last Name	First Name	Grade	Grade 9 Date	NGA Cohort Year	USDOE Cohort Year	Year 1	Year 2	Year 3	Year 4
111111111	Student	Angelo	09	09/01/2010	2014	2014	X			
222222222	Student	Shaelin	09	08/30/2010	2014	2014	X			

Graduation Cohort Detail - HTML, Page 2



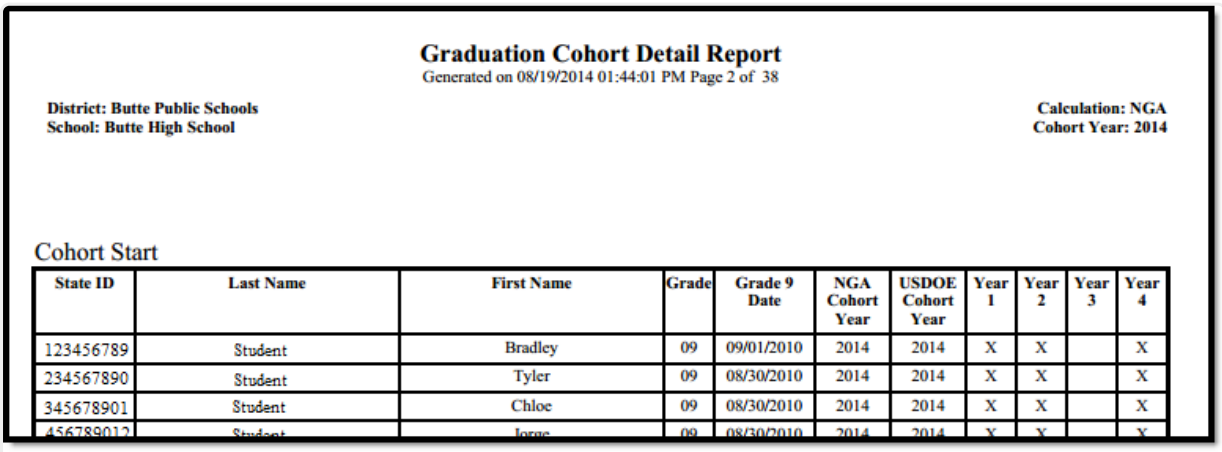
Graduation Cohort Detail Report
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District: Butte Public Schools
School: Butte High School

Calculation: NGA
Cohort Year: 2014

	Year 1	Year 2	Year 3	Year 4
Cohort Start	372	369	98	98
Transfer In	0	0	0	275
Transfer Out	3	271	0	0
Other Deduction	0	0	0	0
Cohort End	369	98	98	373
Graduates	0	0	0	0
Dropouts	45	53	0	0
Remain In School	324	0	0	275
Graduation Rate	N/A	N/A	N/A	0.00
Start Status				
01	0	0	0	1
02	20	323	0	274
03	6	0	0	0
04	316	0	0	0
06	17	0	0	0
08	11	1	0	0
09	2	0	0	0
End Status				
100	324	0	0	0
120	0	2	0	0
140	16	0	0	0
150	1	0	0	0
160	5	0	0	0
170	3	0	0	0
180	13	0	0	0
210	3	0	0	1
300	6	0	0	0
400	0	0	0	1
Other	1	322	0	273

Graduation Cohort Detail - PDF, Page 1



Graduation Cohort Detail Report
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District: Butte Public Schools
School: Butte High School

Calculation: NGA
Cohort Year: 2014

Cohort Start

State ID	Last Name	First Name	Grade	Grade 9 Date	NGA Cohort Year	USDOE Cohort Year	Year 1	Year 2	Year 3	Year 4
123456789	Student	Bradley	09	09/01/2010	2014	2014	X	X		X
234567890	Student	Tyler	09	08/30/2010	2014	2014	X	X		X
345678901	Student	Chloe	09	08/30/2010	2014	2014	X	X		X
456789012	Student	Jorge	09	08/30/2010	2014	2014	X	X		X

Graduation Cohort Detail - PDF, Page 2

Extended Year Cohort Report Examples

Click here to expand...

	A	B	C	D	E	F	G	H	I	J	K	L
1	name	cohortSta	y4CohortT	y4cohortG	y4Graduat	y5CohortT	y5cohortG	y5Graduat	y6CohortT	y6cohortG	y6GraduationRates	
2	South Por	248	272	0	0	272	0	0	272	0	0	
3	South Por	248	272	0	0	272	0	0	272	0	0	
4	Westbroo	203	231	0	0	231	0	0	231	0	0	
5	Westbroo	203	231	0	0	231	0	0	231	0	0	
6	RSU 14	267	298	0	0	298	0	0	298	0	0	
7	Windham	267	298	0	0	298	0	0	298	0	0	
8												

Extended Year Cohort - CSV

Extended Year Cohort graduation Report

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Calculation: USDOE **Cohort Year: 2014**

		4 Year			5 Year			6 Year		
District/School	Cohort Start	Cohort Total	Graduates	Graduation Rate	Cohort Total	Graduates	Graduation Rate	Cohort Total	Graduates	Graduation Rate
South Portland School Departments	248	272	0	0.00	272	0	0.00	272	0	0.00
South Portland High School99	248	272	0	0.00	272	0	0.00	272	0	0.00
Westbrook School Department	203	231	0	0.00	231	0	0.00	231	0	0.00
Westbrook High School	203	231	0	0.00	231	0	0.00	231	0	0.00
RSU 14	267	298	0	0.00	298	0	0.00	298	0	0.00
Windham High School	267	298	0	0.00	298	0	0.00	298	0	0.00

Extended Year Cohort - HTML

Extended Year Cohort graduation Report

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Calculation: USDOE **Cohort Year: 2014**

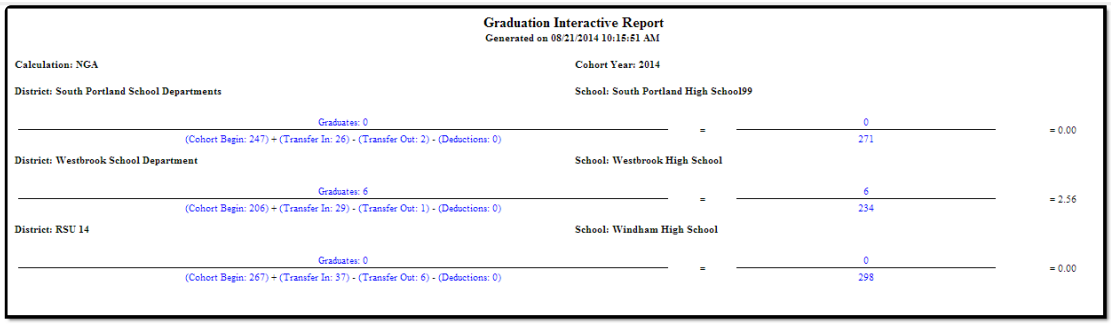
		4 Year			5 Year			6 Year		
District/School	Cohort Start	Cohort Total	Graduates	Graduation Rate	Cohort Total	Graduates	Graduation Rate	Cohort Total	Graduates	Graduation Rate
South Portland School Departments	248	272	0	0.00	272	0	0.00	272	0	0.00
South Portland High School99	248	272	0	0.00	272	0	0.00	272	0	0.00
Westbrook School Department	203	231	0	0.00	231	0	0.00	231	0	0.00
Westbrook High School	203	231	0	0.00	231	0	0.00	231	0	0.00
RSU 14	267	298	0	0.00	298	0	0.00	298	0	0.00
Windham High School	267	298	0	0.00	298	0	0.00	298	0	0.00

Extended Year Cohort - PDF

Interactive Cohort

Click here to expand...

This report provides an in depth view of how graduation rates are calculated. Clicking on the blue figures displays where the figure is coming from in Campus. This report is only available in HTML format.



Graduation Interactive Report
Generated on 08/21/2014 10:15:51 AM

Calculation: NGA

Cohort Year: 2014

District: South Portland School Departments

School: South Portland High School99

Graduates: 0 / (Cohort Begin: 247) + (Transfer In: 26) - (Transfer Out: 2) - (Deductions: 0) = 0 / 271 = 0.00

District: Westbrook School Department

School: Westbrook High School

Graduates: 6 / (Cohort Begin: 206) + (Transfer In: 29) - (Transfer Out: 1) - (Deductions: 0) = 6 / 234 = 2.56

District: RSU 14

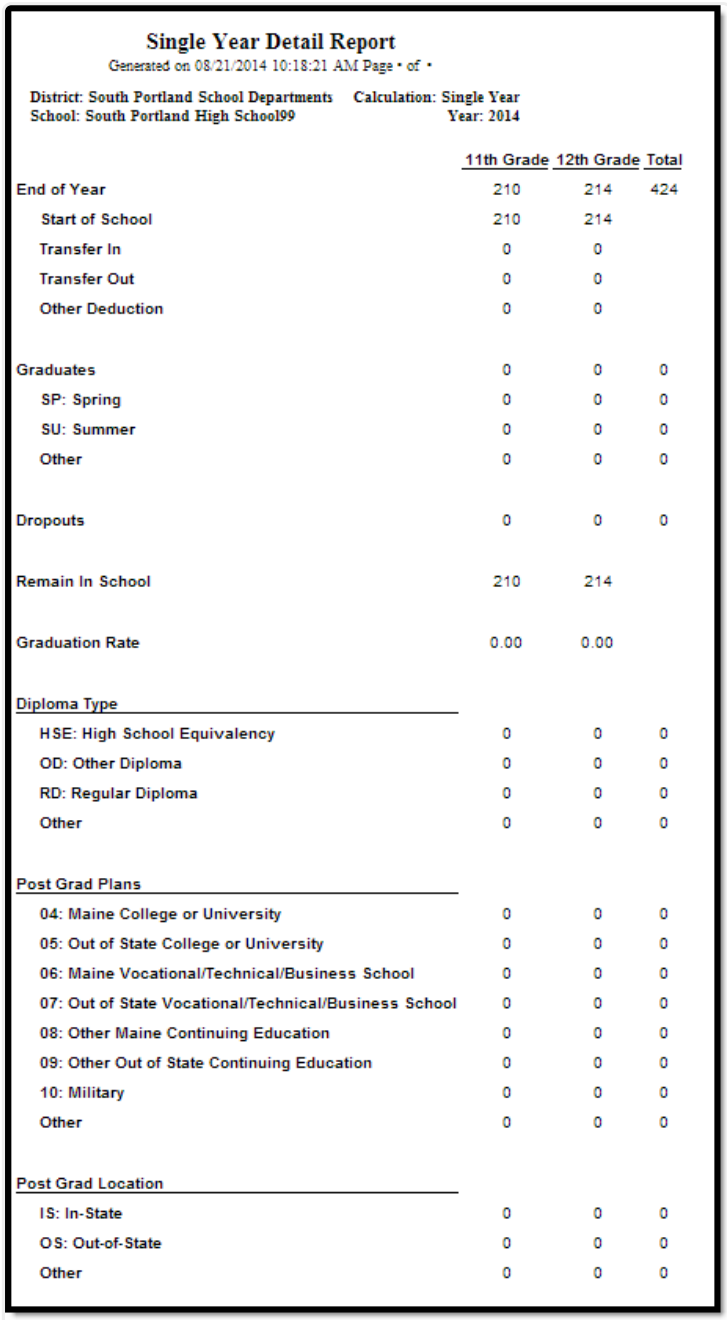
School: Windham High School

Graduates: 0 / (Cohort Begin: 267) + (Transfer In: 37) - (Transfer Out: 6) - (Deductions: 0) = 0 / 298 = 0.00

Interactive Cohort Example

Single Year Detail Report Examples

Click here to expand...



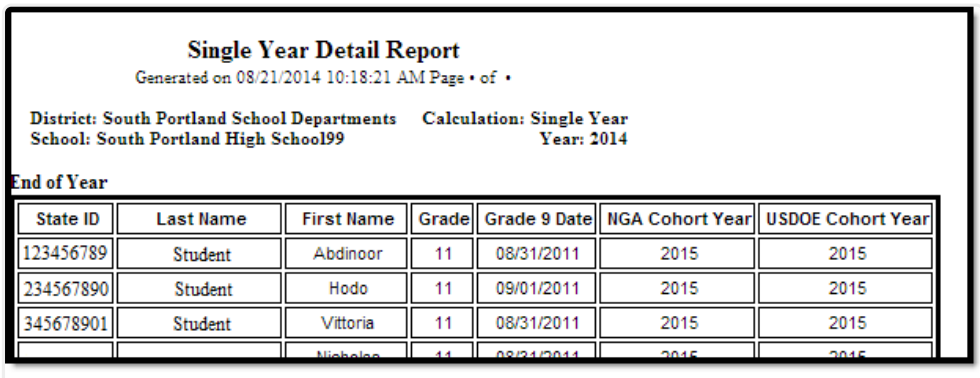
Single Year Detail Report

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District: South Portland School Departments **Calculation: Single Year**
School: South Portland High School99 **Year: 2014**

	11th Grade	12th Grade	Total
End of Year	210	214	424
Start of School	210	214	
Transfer In	0	0	
Transfer Out	0	0	
Other Deduction	0	0	
Graduates	0	0	0
SP: Spring	0	0	0
SU: Summer	0	0	0
Other	0	0	0
Dropouts	0	0	0
Remain In School	210	214	
Graduation Rate	0.00	0.00	
Diploma Type			
HSE: High School Equivalency	0	0	0
OD: Other Diploma	0	0	0
RD: Regular Diploma	0	0	0
Other	0	0	0
Post Grad Plans			
04: Maine College or University	0	0	0
05: Out of State College or University	0	0	0
06: Maine Vocational/Technical/Business School	0	0	0
07: Out of State Vocational/Technical/Business School	0	0	0
08: Other Maine Continuing Education	0	0	0
09: Other Out of State Continuing Education	0	0	0
10: Military	0	0	0
Other	0	0	0
Post Grad Location			
IS: In-State	0	0	0
OS: Out-of-State	0	0	0
Other	0	0	0

Single Year Detail - HTML, Page 1



Single Year Detail Report

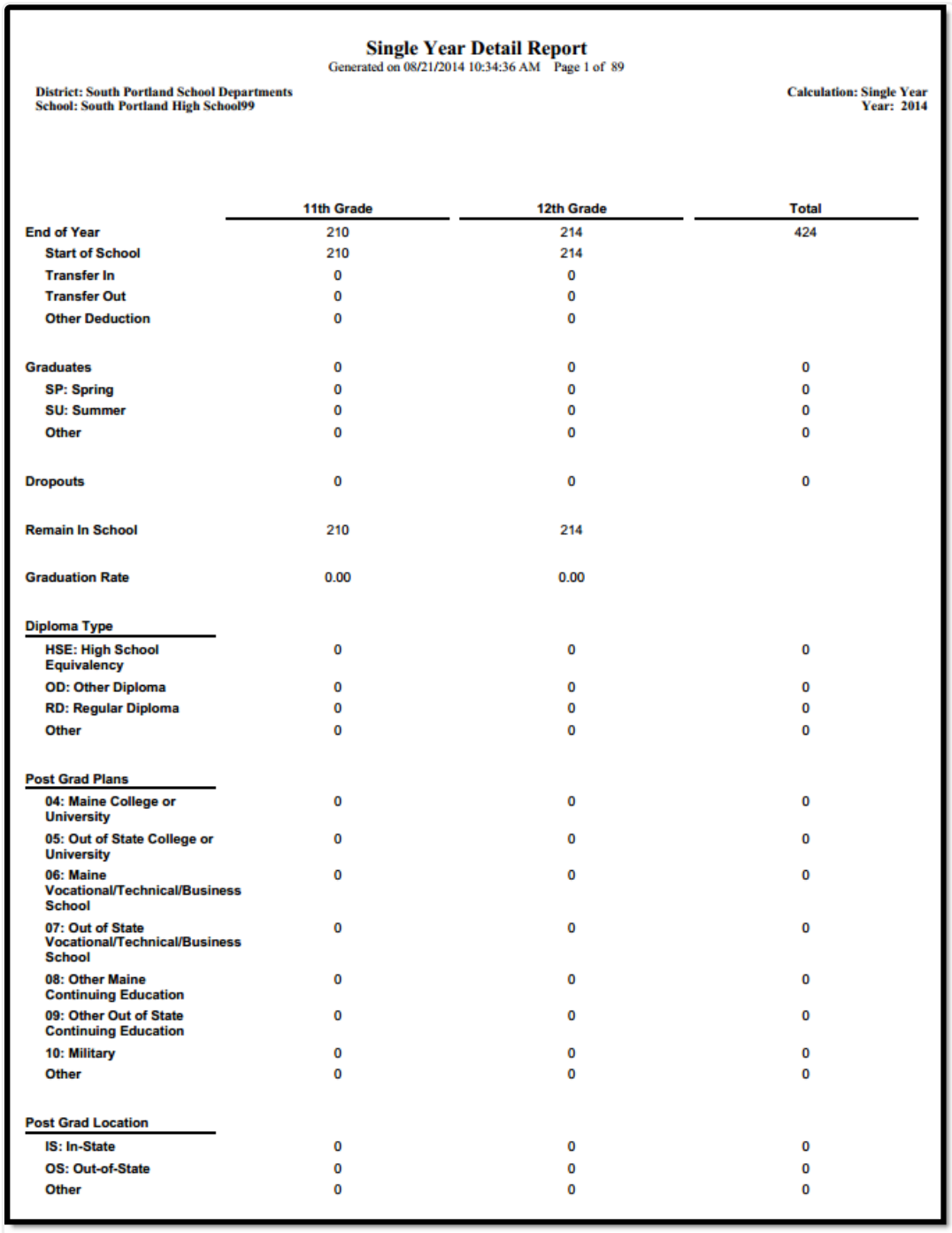
Generated on 08/21/2014 10:18:21 AM Page • of •

District: South Portland School Departments **Calculation: Single Year**
School: South Portland High School99 **Year: 2014**

End of Year

State ID	Last Name	First Name	Grade	Grade 9 Date	NGA Cohort Year	USDOE Cohort Year
123456789	Student	Abdinoor	11	08/31/2011	2015	2015
234567890	Student	Hodo	11	09/01/2011	2015	2015
345678901	Student	Vittoria	11	08/31/2011	2015	2015
		Nicholas	11	08/31/2011	2015	2015

Single Year Detail - HTML, Page 2



Single Year Detail Report

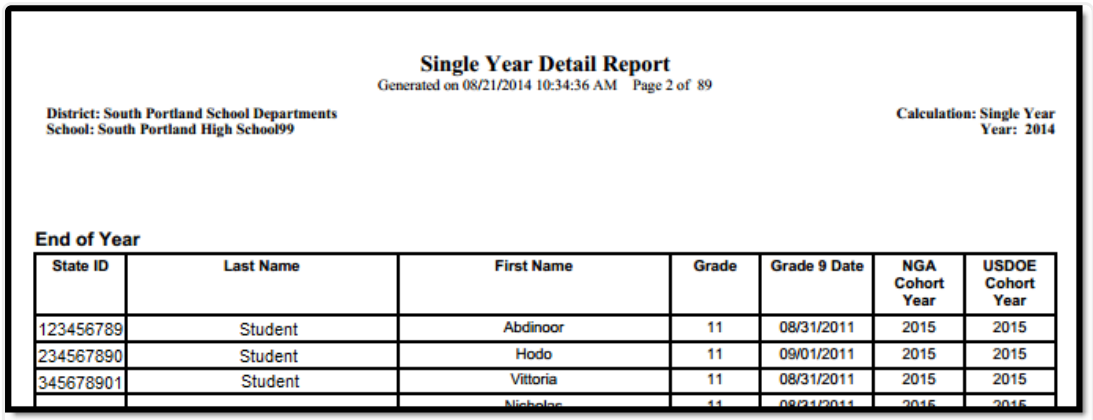
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District: South Portland School Departments
School: South Portland High School99

Calculation: Single Year
Year: 2014

	11th Grade	12th Grade	Total
End of Year	210	214	424
Start of School	210	214	
Transfer In	0	0	
Transfer Out	0	0	
Other Deduction	0	0	
Graduates	0	0	0
SP: Spring	0	0	0
SU: Summer	0	0	0
Other	0	0	0
Dropouts	0	0	0
Remain In School	210	214	
Graduation Rate	0.00	0.00	
Diploma Type			
HSE: High School Equivalency	0	0	0
OD: Other Diploma	0	0	0
RD: Regular Diploma	0	0	0
Other	0	0	0
Post Grad Plans			
04: Maine College or University	0	0	0
05: Out of State College or University	0	0	0
06: Maine Vocational/Technical/Business School	0	0	0
07: Out of State Vocational/Technical/Business School	0	0	0
08: Other Maine Continuing Education	0	0	0
09: Other Out of State Continuing Education	0	0	0
10: Military	0	0	0
Other	0	0	0
Post Grad Location			
IS: In-State	0	0	0
OS: Out-of-State	0	0	0
Other	0	0	0

Single Year Detail - PDF, Page 1



Single Year Detail Report

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District: South Portland School Departments
School: South Portland High School99

Calculation: Single Year
Year: 2014

End of Year

State ID	Last Name	First Name	Grade	Grade 9 Date	NGA Cohort Year	USDOE Cohort Year
123456789	Student	Abdinoor	11	08/31/2011	2015	2015
234567890	Student	Hodo	11	09/01/2011	2015	2015
345678901	Student	Vittoria	11	08/31/2011	2015	2015
		Nicholas	11	08/31/2011	2015	2015

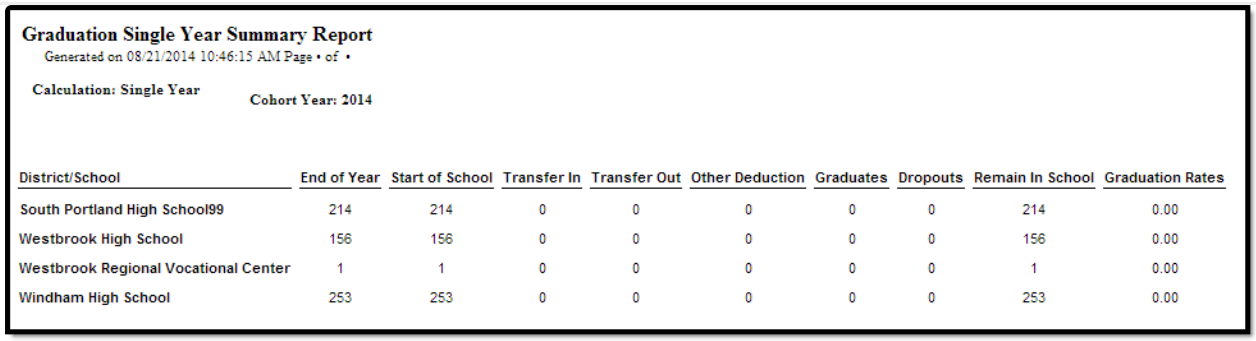
Single Year Detail - PDF, Page 2

Single Year Summary Report Examples

Click here to expand...

	A	B	C	D	E	F	G	H	I	J	K
1	name	EndOfYea	StartOfYe	TransferIn	TransferO	Deductior	Graduates	DropOuts	InSchool	GraduationRates	
2	South Por	214	214	0	0	0	0	0	214	0	
3	Westbroo	156	156	0	0	0	0	0	156	0	
4	Westbroo	1	1	0	0	0	0	0	1	0	
5	Windham	253	253	0	0	0	0	0	253	0	
6											

Single Year Summary - CSV



Graduation Single Year Summary Report

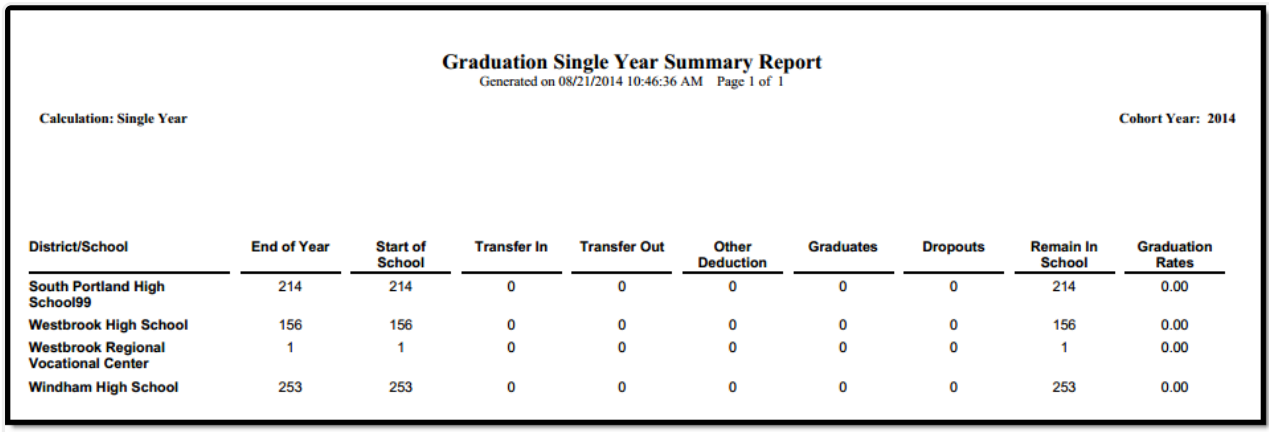
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Calculation: Single Year

Cohort Year: 2014

District/School	End of Year	Start of School	Transfer In	Transfer Out	Other Deduction	Graduates	Dropouts	Remain In School	Graduation Rates
South Portland High School99	214	214	0	0	0	0	0	214	0.00
Westbrook High School	156	156	0	0	0	0	0	156	0.00
Westbrook Regional Vocational Center	1	1	0	0	0	0	0	1	0.00
Windham High School	253	253	0	0	0	0	0	253	0.00

Single Year Summary - HTML



Graduation Single Year Summary Report

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Calculation: Single Year **Cohort Year: 2014**

District/School	End of Year	Start of School	Transfer In	Transfer Out	Other Deduction	Graduates	Dropouts	Remain In School	Graduation Rates
South Portland High School99	214	214	0	0	0	0	0	214	0.00
Westbrook High School	156	156	0	0	0	0	0	156	0.00
Westbrook Regional Vocational Center	1	1	0	0	0	0	0	1	0.00
Windham High School	253	253	0	0	0	0	0	253	0.00

Single Year Summary - PDF