

## **Graduation Cohort Validations Report**

Last Modified on 12/14/2025 8:45 pm CST

## Report Editor | Generate the Report

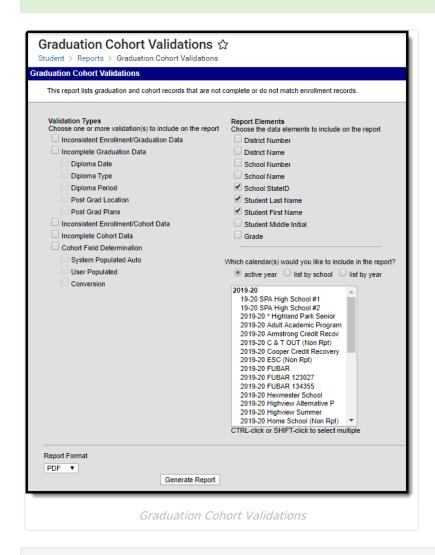
Tool Search: Graduation Cohort Validations

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.





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

## **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  • Student Last Name, Student First Name, Student Middle Initial  • Grade Level of Enrollment  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.
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.

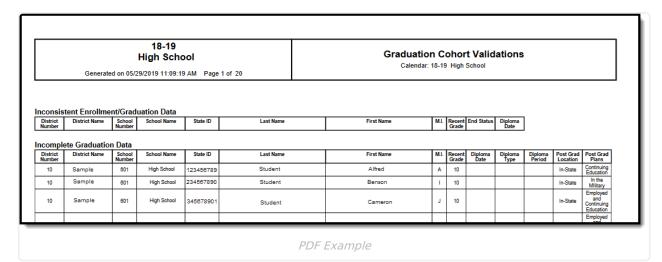


Field	Description
Report Format	Determines how the report generates - PDF, HTML, CSV or DOCX.

## **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.



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1	Report Type	District Number	District Name	School Number	School Name	State ID	Last Name	First Name	M.I.	Recent Grade E	nd Status [	Diploma Date Dipl
2	Inconsistent Enrollment/Graduation Data	10	Sample	604	High School	123456789	Student	Adam	J	12		6/30/2019
3	Inconsistent Enrollment/Graduation Data	10	Sample	604	High School	234567890	Student	Brenda	N	12		6/14/2018
4	Inconsistent Enrollment/Graduation Data	10	Sample	604	High School	345678901	Student	Charles	R	9		6/30/2022
5	Inconsistent Enrollment/Graduation Data	10	Sample	604	High School	456789012	Student	Drusilla	J	12		6/14/2018
5	Inconsistent Enrollment/Graduation Data	10	Sample	604	High School	567890123	Student	Erik	M	12		6/14/2018
7	Incomplete Graduation Data	10	Sample	604	High School	678901234	Student	Frannie	D	10		
8	Incomplete Graduation Data	10	Sample	604	High School	789012345	Student	George	M	12		
9												
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18-19 High School Generated on 05/29/2019 11:05:49 AM Page 1 of 20						<b>Gradua</b>			rt Valid	ations			
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District		School	School Name High School	State ID 123456789	Last Name Student	First Name	M.I.	Recent Grade	Diploma Date				
District Number	District Name	School Number						Grade	Diploma Date			Location	Plan
District Number	District Name Sample	School Number 601	High School	123456789	Student	Alfred		Grade 10	Diploma Date			In-State	Contin Educa

HTML Example

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District		School	School Name	State ID 123456789	Last Name Student	First Name	M.I.				Diploma Period		
District Number	District Name	School Number						Grade			Diploma Period	Location	Continu Educat In th Milita
District Number	District Name Sample	School Number 601	High School	123456789	Student	Alfred		Grade 10			Diploma Period	In-State	Continu Educa In th

DOCX Example