

Graduation Cohort Validations Report

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

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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.

Graduation Cohort Validations ☆

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Graduation Cohort Validations

This report lists graduation and cohort records that are not complete or do not match enrollment records.

Validation Types

Choose one or more validation(s) to include on the report

☐ Inconsistent Enrollment/Graduation Data
☐ Incomplete Graduation Data
☐ Diploma Date
☐ Diploma Type
☐ Diploma Period
☐ Post Grad Location
☐ Post Grad Plans
☐ Inconsistent Enrollment/Cohort Data
☐ Incomplete Cohort Data
☐ Cohort Field Determination
☐ System Populated Auto
☐ User Populated
☐ Conversion

Report Elements

Choose the data elements to include on the report

☐ District Number
☐ District Name
☐ School Number
☐ School Name
☒ School StateID
☒ Student Last Name
☒ Student First Name
☐ Student Middle Initial
☐ Grade

Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school
☐ list by year

2019-20

19-20 SPA High School #1
19-20 SPA High School #2
2019-20 * Highland Park Senior
2019-20 Adult Academic Program
2019-20 Armstrong Credit Recov
2019-20 C & T OUT (Non Rpt)
2019-20 Cooper Credit Recovery
2019-20 ESC (Non Rpt)
2019-20 FUBAR
2019-20 FUBAR 123027
2019-20 FUBAR 134355
2019-20 Hexmester School
2019-20 Highview Alternative P
2019-20 Highview Summer
2019-20 Home School (Non Rpt)

CTRL-click or SHIFT-click to select multiple

Report Format

PDF ▼

Generate Report

Graduation Cohort Validations

See the [Student Information Reports Tool Rights](#) 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	<p>The following options can be selected to validate the student's graduation information.</p> <ul style="list-style-type: none"> • 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. • Incomplete Graduation Data - Indicates which students do not have all graduation fields populated on the Graduation tool. • 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. • Incomplete Cohort Data - Lists students where cohort information is missing • Cohort Field Determination - Lists the students where the cohort information may have been auto-populated.
Report Elements	<p>Selections indicate which identifying information is included in the report.</p> <p>School Identifiers</p> <ul style="list-style-type: none"> • District Number, District Name • School Number, School Name, School State ID <p>Student Identifiers</p> <ul style="list-style-type: none"> • Student Last Name, Student First Name, Student Middle Initial • Grade Level of Enrollment <p>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.</p>
Calendar Selection	<p>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.</p>

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.

18-19

High School

Generated on 05/29/2019 11:09:19 AM

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Graduation Cohort Validations

Calendar: 18-19 High School

Inconsistent Enrollment/Graduation Data

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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Incomplete Graduation Data

District Number	District Name	School Number	School Name	State ID	Last Name	First Name	M.I.	Recent Grade	Diploma Date	Diploma Type	Diploma Period	Post Grad Location	Post Grad Plans
10	Sample	801	High School	123456789	Student	Alfred	A	10				In-State	Continuing Education
10	Sample	801	High School	234567890	Student	Benson	I	10				In-State	In the Military
10	Sample	801	High School	345678901	Student	Cameron	J	10				In-State	Employed and Continuing Education
													Employed

PDF Example

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Report Type	District Number	District Name	School Number	School Name	State ID	Last Name	First Name	M.I.	Recent Grade	End Status	Diploma Date	Diploma Date
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	
6	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													
10													

CSV Example

18-19 High School						Graduation Cohort Validations							
Generated on 05/29/2019 11:05:49 AM Page 1 of 20						Calendar: 18-19 High School							
Inconsistent Enrollment/Graduation Data													
District Number	District Name	School Number	School Name	State ID	Last Name	First Name	M.I.	Recent Grade	End Status	Diploma Date			
Incomplete Graduation Data													
District Number	District Name	School Number	School Name	State ID	Last Name	First Name	M.I.	Recent Grade	Diploma Date	Diploma Type	Diploma Period	Post Grad Location	Post Grad Plans
10	Sample	601	High School	123456789	Student	Alfred	A	10				In-State	Continuing Education
10	Sample	601	High School	234567890	Student	Benson	I	10				In-State	In the Military
10	Sample	601	High School	345678901	Student	Cameron	J	10				In-State	Employed and Continuing Education
10	Sample	601	High School	456789012	Student	Declan	A	11				In-State	Employed and Continuing 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											
Inconsistent Enrollment/Graduation Data																	
District Number	District Name	School Number	School Name	State ID	Last Name	First Name	M.I.	Recent Grade	End Status	Diploma Date							
Incomplete Graduation Data																	
District Number	District Name	School Number	School Name	State ID	Last Name	First Name	M.I.	Recent Grade	Diploma Date	Diploma Type	Diploma Period	Post Grad Location	Post Grad Plans				
10	Sample	601	High School	123456789	Student	Alfred	A	10				In-State	Continuing Education				
10	Sample	601	High School	234567890	Student	Benson	I	10				In-State	In the Military				
10	Sample	601	High School	345678901	Student	Cameron	J	10				In-State	Employed and Continuing Education				
10	Sample	601	High School	456789012	Student	Declan	A	11				In-State	Employed and Continuing Education				

DOCX Example