2023-24 Graduation Cohort Change Request Submission Instructions

January 2024

1. Overview

Districts should submit Cohort Change requests when students are assigned to the wrong graduation cohort in EIS. The current cohort process focuses on students who entered grade 9 in a Tennessee public school for the first time in the 2020-21 school year expected to graduate in spring or summer of 2024. This document explains the process and timelines for Cohort Change request submission. Please follow all directions closely to support the efficiency and accuracy of the change(s) requested.

Important reminders:

- Districts can submit and update data for not only the current cohort (i.e., the 2023-24 graduating cohort) but also future cohorts (i.e., the 2024-25, 2025-26, and 2026-27 graduating cohorts). Because students may move in and out of schools and districts throughout their high school years*, it is an optional task for districts to update data for future cohorts during the current cycle* as districts can continue to update the information for future cohorts, as appropriate, in the future. However, districts must make sure all information for the 2024 graduating cohort is complete and accurate by the end of the 2023-24 graduation cohort process.

- The Tennessee Department of Education (department) will no longer accept cohort change requests via email. Districts need to complete the Graduation Cohort Change Request form following the guidelines described in this document.[1]

2. Submission Process and Timeline

All Cohort Change requests must be submitted to the department following the timeline specified in Table 1. Districts are highly encouraged to submit the requested changes and the acceptable documentation (see Section 3) as early as possible to allow time for questions and resubmission of acceptable documentation, as needed.

- ***District submission dates.*** As presented in Table 1, there are 15 district submission windows for Cohort Change requests. Districts can submit the requests during any of the submission windows. Districts can submit multiple worksheets across multiple submission windows; however, each worksheet must include ***ONLY*** new requests that were not included in any of the prior submissions. Each submission must include a change request worksheet ***AND*** documentation needed to support change requests. The last date to submit a cohort change request is by ***9 p.m. CDT on June 6, 2024***.

- ***TDOE Review and Approval Period.*** Following each district submission date, the department will review and process the change requests submitted to date during the review and approval period. If the requests are approved, students' cohort status will be updated on the Cohort application by the last day of the department review and approval period.

Following each department review and approval period, districts will be notified with the requests that have been denied via email. If the requests are denied due to incomplete or inaccurate documentation, districts are encouraged to submit acceptable supplementary documentation during the Phase I remediation period. The last date to submit acceptable documentation to resolve any cohort change requests that were initially denied is **9 p.m. CT on June 21, 2024**. The department will not review any documentation submitted past the deadline.

Table 1. Cohort Change Request Submission Timeline

Submission Period	District Submission Date	TDOE Review and Approval Period
1	February 15, 2024	February 16-19, 2024
2	February 29, 2024	March 1-4, 2024
3	March 14, 2024	March 15-18, 2024
4	March 21, 2024	March 22-25, 2024
5	March 28, 2024	March 29-April 1, 2024
6	April 4, 2024	April 5-8, 2024
7	April 11, 2024	April 12-15, 2024
8	April 18, 2024	April 19-22, 2024
9	April 25, 2024	April 26-29, 2024
10	May 2, 2024	May 3-6, 2024
11	May 9, 2024	May 10-13, 2024
12	May 16, 2024	May 17-20, 2024
13	May 23, 2024	May 24-27, 2024
14	May 30, 2024	May 31-June 3, 2024
15	June 6, 2024	June 7-10, 2024

3. Appealable Issues and Required Documentation

The following issues can be addressed by submitting a cohort change request with the appropriate documentation.

- **Incorrect Cohort Year**
  - If a student is appearing in the incorrect cohort year in the cohort application, the district must complete the following:
    - Check EIS and update the YE9 (year entered 9th grade) value to the correct year the student first entered 9th grade. This value should equal the fall semester that the student entered 9th grade for the first time. Note that repeating any grade (including 9th grade) does not change a student's YE9 value nor their cohort assignment.
    - Then, submit a cohort change request to move the student to their correct cohort year.
    - **Required documentation:** Student's transcript that confirms the student's correct 9th grade entrance year.
    - **Important:** Students cannot be moved to a previous cohort year that has already been finalized.

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[1] Staff must have a SSO/Orion account to access the Graduation Cohort Change Request form.

- **Duplicate Student ID**
  - If a student has a duplicate ID in the Cohort application, the district must complete the following:
    - Check EIS for the duplicate ID. If the duplicate ID is present in EIS, please email DT.Support@tn.gov and ask them to remove the duplicate ID from EIS.
    - Once the duplicate ID is removed from EIS, submit a cohort change request to exclude the duplicate ID from the cohort.
    - **Required documentation:** Correct and duplicate student ID numbers and any correspondence with DT.Support@tn.gov confirming the duplicate ID has been removed from EIS.

- **Student enrolled in an Individualized Education Account (IEA) program**
  - Submit a cohort change request to exclude the student from the cohort.
  - **Required documentation:** Student's current transcript from the non-public school or program where the student is primarily enrolled. An additional transcript from the district would also be helpful to show the IEA enrollment.

- **9th Grade No-Show/District Enrollment Error**
  - If a student is expected to attend a high school at the beginning of the 9th grade year but never shows up, or a student's enrollment "rolls up" due to district error to a high school that he or she never actually attends, that student may be removed from the cohort. Note that if a student shows up for 9th grade for a brief time but later withdraws, they are not eligible for this appeal (see Section 4.3) for withdrawal documentation.
  - Submit a cohort change request to exclude the student from the cohort.
  - **Required documentation:** Letter on official letterhead from a school or district administrator that confirms the student(s) in question never attended school during grade 9 or higher in the district.

- **Service Enrollment**
  - If a student enrolled in the school/district in grades 9-12 for special education services only, please submit a cohort change request to exclude the student from the cohort.
  - **Required documentation:** Documentation (e.g., transcript, letter, EIS data, or records request) providing evidence that the student was primarily enrolled somewhere else, as well as evidence that the student carries an EIS enrollment code "S" (service enrollment) at the incorrectly assigned school.

- **Student Missing from the cohort**
  - If a student is not appearing in any cohort year for the school or district, please check EIS to confirm the student's enrollment information and YE9 value are both entered correctly. If any information in EIS is incorrect, please update.
  - After correcting the information in EIS, please submit a cohort change request to include the student in the cohort.

o **Required documentation:** Student's transcript confirming the dates attended.

4.   Completing the Change Request

Please complete the [Cohort Change Request Worksheet](#) first. Districts may submit as many change request worksheets as needed by **9 p.m. CT, June 6, 2024**. Each submission shall only include the new changes requested.

4.1. Contact Information

1. Navigate to the Contact Information sheet.
2. Enter a valid date in cell B2 (format: MM/DD/YYYY).
3. Enter your district number in cell B3.
    a. This should automatically populate your district name, director's name, and director's email.
4. Enter the name of the person who serves as the point contact for graduation cohort data in cell B7, if it is not automatically populated with the most updated contact.
5. Enter the email address of the graduation point of contact in cell B8, if it is not automatically populated with the most updated email address.

4.2. Cohort Changes

1. Navigate to the Cohort Changes sheet.
2. Enter students' state IDs into column A.
    a. If you have correctly entered the "Contact_Info" tab, your district number and name will automatically populate.
    b. For student ID mergers, please list the ID being **excluded** from the cohort.
    c. For adding students to the cohort, please list the ID being **included** from the cohort.
3. Enter school numbers in column D.
    a. School numbers can be identified in the Cohort application and in the files that are downloadable on the "Cohort Data" page of the application.
4. Enter students' last names in column E.
5. Enter students' first names in column F.
6. Enter changes requested to be made from the dropdown menu in column G.
    a. If requesting to move the student to a different cohort year, please select the cohort year that corresponds with *the year the student first entered 9th grade*.
7. Enter explanations of the requests from the dropdown menu in column H.

4.3. Saving the Cohort Change Request

Save the Cohort Change Request Worksheet as an **Excel file** using the following naming convention: "**###_Change_Request_Worksheet_20YYMMDD,**" where ### is your **district number** and 20YYMMDD is the **date of submission**. For example, district 99 submitted their worksheet on Feb. 25, 2023, the file is named 099_Change_Request_Worksheet_20230225.

4.4. Saving Documentation

Please submit student documentation as **a single PDF file** containing documentation for **all students** being submitted for changes. Please follow the naming convention below:

- **###_Change_Request_Documentation_20YYMMDD**, where ### is your **district number** and 20YYMMDD is the **date of submission.**

5. Submitting the Cohort Change Request

Districts must submit cohort change requests through the Graduation Cohort Change Request form. The person submitting the change request must have an Orion/SSO account in order to submit the form. Districts must submit the following information:

- District Number
- District Name
- Name and Email of person submitting form
- Director of Schools Name
- Director of Schools Email
- Cohort Change Request Worksheet
  - Must be submitted as an Excel file with the naming convention **###_Change_Request_Worksheet_20YYMMDD** where ### is your **district number** and 20YYMMDD is the **date of submission.**
- Supporting Documentation
  - Must be submitted as a PDF file with the naming convention **###_Change_Request_Documentation_20YYMMDD**, where ### is your **district number** and 20YYMMDD is the **date of submission.**
  - **Important Note:** documentation must be provided for each student being appealed. Failure to include supporting documentation will result in a denial.

Submissions must follow the schedule outlined in Table 1 and should be submitted no later than **9 p.m. CT** on the day outlined. Please use the review period indicated to confirm the changes were made correctly. Please provide feedback if the changes have not been made appropriately.

If you need assistance submitting the 2023-24 Graduation Cohort Change Request form or have any questions, please email TNED.Graduates@tn.gov. Thank you for your attention to detail to make our data as accurate as possible.