



State of New Jersey

DEPARTMENT OF EDUCATION

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September 19, 2011

TO: District Superintendents
Charter School Leaders

SUBJECT: NJSMART Official High School Graduation Snapshot Available

The message below was sent to your district/charter NJSMART contact:

The August 31st Official High School Graduation Snapshot is now available for viewing in District Reports. In order to view your LEA's official graduation data, please navigate to the District Reports tab in the NJ SMART portal and run a High School Graduation Cohort Status Profile report for Cohort 2011 using the August 31st Official Snapshot.

Please note: This year, due to widespread power outages resulting from the hurricane, the student inactivation deadline was extended by two days. Therefore, the August 31st Official Snapshot was actually taken on September 2nd at 5 PM. This was a special instance; please plan on all future year graduation snapshots being taken on August 31st.

A few instructional notes regarding this snapshot are listed below:

- 1) The August 31st Snapshot is solely used for reporting graduation data at this time. Therefore, it will only be available for viewing student data in the High School Graduation Cohort Status Profile report.
- 2) This snapshot is used to calculate official high school graduation rates for the State, and is, therefore, only applicable to graduating cohorts. For example, the August 31, 2011 snapshot will be available solely for viewing Cohort 2011 students.
- 3) At the time of this August 31st Snapshot, students with any cohort status besides 'Graduated' or 'Excluded from Cohort' will count as **non-graduates** in the rate calculation. Please note that districts may see *On-Track Continuing* students in their August 31st Snapshot, since the previous State Submission (which updates Grade Level for active students) occurred at the end of the 2010-2011 school year. This would represent students who were in twelfth grade in 2010-2011 but had not graduated by August 31st, 2011.
- 4) In official high school graduation rate reports to the NJ DOE, graduation rates will be broken down by various subgroup elements and will reflect the 'Entering Values' for this data. These Entering Values will be displayed in the August 31st Official High School Graduation Snapshot. Entering Values refer to the subgroup values that districts assigned to students when they entered their 4-year graduation cohort.

- 5) For more information on the above items and, more generally, the new graduation rate calculation, please refer to a new resource entitled, *An Introduction to the 4-Year Adjusted Cohort Graduation Rate Calculation in New Jersey*. This document provides a comprehensive look at the new graduation rate, how it is displayed in NJ SMART's district reports, and what aspects will be officially reported on to the DOE. This document can be found on the Help tab of the portal, as well as on the DOE website:
<http://www.nj.gov/education/njsmart/download/4YGAdjustedCohortRate.pdf>.

The Graduation Appeals deadline has been extended... The deadline for LEAs to appeal their NJ SMART graduation data is September 30, 2011 at 5 PM. To submit an appeal, fill out the online Appeals Form; the link to this form can be found on the District Reports homepage. All changes to student data made as a result of this appeals process will be incorporated into the August 31st snapshot, which will be re-released in October with these amendments. Until that release, appeals data changes will not be reflected in your district report.

Thank you,

NJ SMART Team