User's Guide
For the IDC / NTACT:C
Graduation Rate and Dropout Rate Calculator

Graduation Rate (Indicator B1) and Dropout Rate (Indicator B2) Calculator

This is an Excel-based tool that will support states, local education agencies, and school buildings in calculating their graduation and dropout rates (SPP/APR Indicators B1 and B2, respectively). The tool is novel, as it employs the 618 exiting data, a long-established data collection that will become the basis for graduation and dropout calculations in coming years of states' annual performance reports to OSEP.

The tool accepts data in the format shown below and uses column totals (from the row labeled 14-21) to perform calculations.

Table 1
***Exiting Data Worksheet* with Example Data**

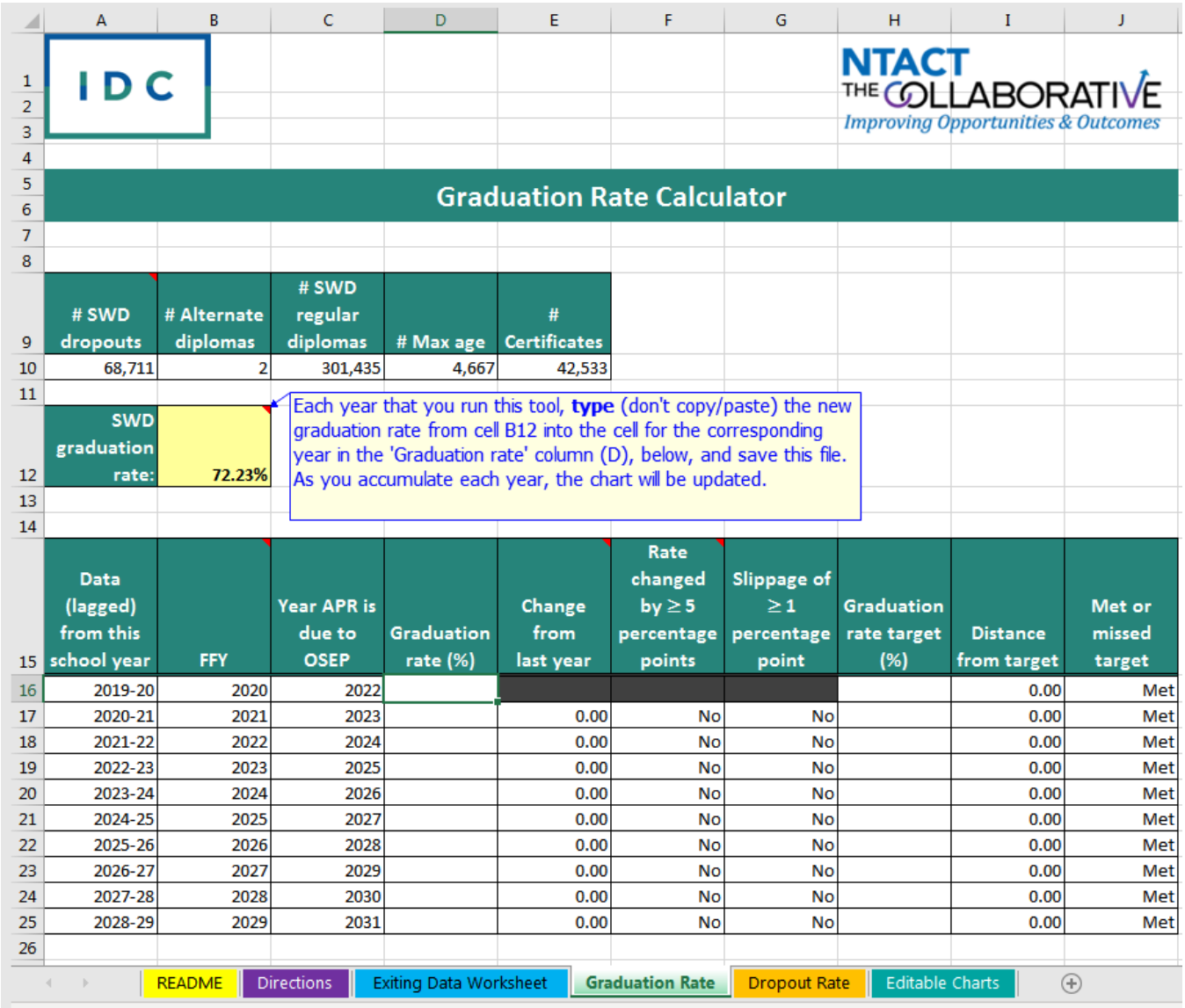
Age	Exiting total	Died	Dropped out	Graduated with alternate HS diploma	Graduated with regular HS diploma	Moved, known to be continuing	Reached maximum age	Received a certificate	Transferred to regular education
14	58,882	202	3,608	0	20	40,056	0	5	14,991
15	57,722	270	5,823	0	135	38,078	0	30	13,386
16	66,420	245	11,646	0	5,194	36,266	0	431	12,638
17	203,305	329	18,323	1	135,047	27,598	0	12,118	9,889
18	169,307	214	17,131	0	117,019	14,462	0	15,839	4,642
19	48,747	117	7,777	0	29,808	4,799	16	5,209	1,021
20	20,665	75	3,248	1	8,922	1,680	1,121	5,142	476
21	14,742	47	1,155	0	5,290	675	3,530	3,759	286
14 - 21	639,790	1,499	68,711	2	301,435	163,614	4,667	42,533	57,329

The *Readme* and *Directions* tabs provide context about the indicators and tool, as well as instructions on using the tool. The *Graduation Rate* and *Dropout Rate* tabs are identical in layout and function, so for the sake of brevity, this guide will describe only the *Graduation Rate* tab. Note that there are roll-over tips in these worksheets to help you use the tool. The pages of the tool are formatted to be printable. You may copy, edit, and print the individual charts from the *Editable Charts* tab of the tool.

Figure 1
Tabs of the Tool

To use the tool, paste data using the format above into the *Exiting Data Worksheet* tab. In addition to the data, the tool will display the graduation and dropout rates on this page. When you click to the *Graduation Rate* tab, you will see that the calculated graduation rate also appears in Cell B12, as shown in Figure 2.

Figure 2
***Graduation Rate* Tab**



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Graduation Rate Calculator

# SWD dropouts	# Alternate diplomas	# SWD regular diplomas	# Max age	# Certificates
68,711	2	301,435	4,667	42,533

SWD graduation rate: 72.23%

Each year that you run this tool, **type** (don't copy/paste) the new graduation rate from cell B12 into the cell for the corresponding year in the 'Graduation rate' column (D), below, and save this file. As you accumulate each year, the chart will be updated.

Data (lagged) from this school year	FFY	Year APR is due to OSEP	Graduation rate (%)	Change from last year	Rate changed by ≥ 5 percentage points	Slippage of ≥ 1 percentage point	Graduation rate target (%)	Distance from target	Met or missed target
2019-20	2020	2022						0.00	Met
2020-21	2021	2023		0.00	No	No		0.00	Met
2021-22	2022	2024		0.00	No	No		0.00	Met
2022-23	2023	2025		0.00	No	No		0.00	Met
2023-24	2024	2026		0.00	No	No		0.00	Met
2024-25	2025	2027		0.00	No	No		0.00	Met
2025-26	2026	2028		0.00	No	No		0.00	Met
2026-27	2027	2029		0.00	No	No		0.00	Met
2027-28	2028	2030		0.00	No	No		0.00	Met
2028-29	2029	2031		0.00	No	No		0.00	Met

README | Directions | Exiting Data Worksheet | Graduation Rate | Dropout Rate | Editable Charts

The tool can be used over multiple years to accumulate data and show trends in the graduation rate. To use it in this manner, paste the data into the *Exiting Data Worksheet*, go to the *Graduation Rate* tab, and then transcribe (don't copy/paste!) the graduation rate from **Cell B12** into the cell in **Column D** that corresponds to the FFY of the data. Then, save the file.

In successive years, repeat the process of pasting data into the *Exiting Data Worksheet* and transcribing the graduation rate from Cell B12 into the appropriate cells in Column D. The tool will indicate the amount of change from year to year and whether there was slippage of one (1) percentage point or more. It will also flag changes of plus or minus five (5) percentage points or more from the previous year. If a change of this magnitude occurs, you should verify the data are correct and try to identify the cause of the change. Enter your state targets for each FFY into **Column H** of the tool.

Figure 3 shows the *Graduation Rate* tab populated with fictitious data. Note the pink shading in Columns F, G, I , and J. The tool automatically flags the cells in these columns to call attention to unexpected values (i.e., large changes in the rate, slippage, or missing a target).

Figure 3
Graduation Rate Calculator Populated

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Graduation Rate Calculator

# SWD dropouts	# Alternate diplomas	# SWD regular diplomas	# Max age	# Certificates
68,711	2	301,435	4,667	42,533

SWD graduation rate:	72.23%

Each year that you run this tool, **type** (don't copy/paste) the new graduation rate from cell B12 into the cell for the corresponding year in the 'Graduation rate' column (D), below, and save this file. As you accumulate each year, the chart will be updated.

Data (lagged) from this school year	FFY	Year APR is due to OSEP	Graduation rate (%)	Change from last year	Rate changed by ≥ 5 percentage points	Slippage of ≥ 1 percentage point	Graduation rate target (%)	Distance from target	Met or missed target
2015-16	2016	2018	72.23				80.00	-7.77	Missed
2016-17	2017	2019	73.60	1.37	No	No	80.00	-6.40	Missed
2017-18	2018	2020	79.10	5.50	Yes	No	81.00	-1.90	Missed
2018-19	2019	2021	78.00	-1.10	No	Yes	82.00	-4.00	Missed
2019-20	2020	2022	83.60	5.60	Yes	No	83.00	0.60	Met
2020-21	2021	2023	84.30	0.70	No	No	84.00	0.30	Met
2021-22	2022	2024	85.80	1.50	No	No	85.00	0.80	Met
2022-23	2023	2025	87.20	1.40	No	No	86.00	1.20	Met
2023-24	2024	2026		-87.20	Yes	Yes		0.00	Met
2024-25	2025	2027		0.00	No	No		0.00	Met

The tool will indicate whether you met or missed the target that year and the distance the rate was above or below that target. The tool generates two charts at the bottom of this worksheet: one showing the graduation rate over time (Figure 4) and the second showing graduation rates and targets over time (Figure 5). Because this worksheet is protected, you can't edit or copy the charts from this worksheet. If you want to copy or alter the charts, go to the *Editable Charts* tab of the tool, which is unprotected.

Figure 4
Graduation Rates Chart

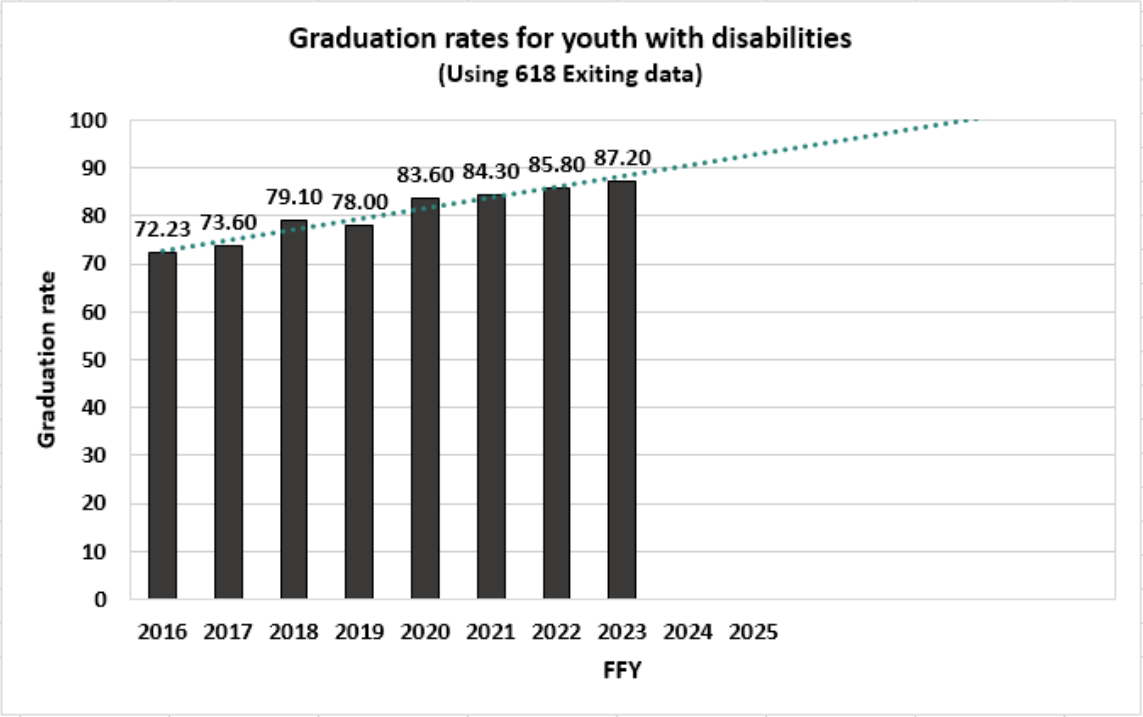
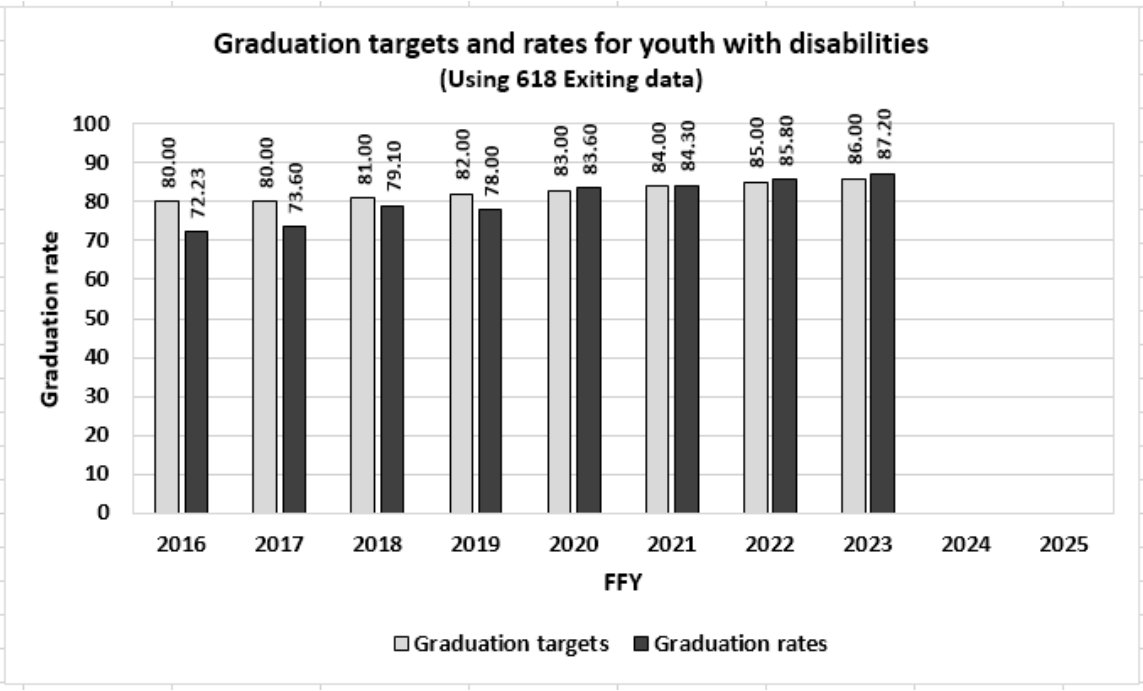


Figure 5
Graduation Rates and Targets Chart



With the FFY 2020 APR, to be submitted in February 2022, states will no longer report an adjusted-cohort graduation rate to OSEP. Rather, states must calculate and report a leaver/exiter graduation rate using the 618 data. In the following year's APR (due to OSEP in 2023), states will no longer have the option of reporting an event dropout rate in the APR, but must calculate a leaver/exiter dropout rate, also using the 618 exiting data. The difficulty for states will come in setting their FFY 2020-2025 performance targets for B1 and B2, which must be included in the FFY 2020 APR, when they lack a basis of comparison to estimate future performance under the new calculations.

Our recommendation is to take several past years of your state's 618 data, which should be readily available, and use this tool to calculate and accumulate the graduation and dropout rates for the previous years. Examining the charts generated by the tool will allow you to observe past trends in the data and better gauge the amount by which the indicators might change in coming years, thereby supporting a data-driven target-setting process.

Note: Column B in the *Graduation Rate* and *Dropout Rate* tabs is unprotected, so you may change the FFY values to match the past years of your data. This will ensure the charts show the correct years for the data. Use the charts and data tables to start your conversations with stakeholders and to inform the challenging process of setting new graduation and dropout rate targets.

Keep in mind that targets should be reasonable and achievable and should show improvement over the current base graduation or dropout rate. If, based on prior year's performance, a State decides to establish FFY 2020-2025 targets that are lower than the targets that were established from FFY 2016–2019, OSEP encourages the State to provide information regarding this decision in its narrative.

Generally, targets are not approvable if they do not show improvement over baseline; however, there have been specific instances where OSEP has allowed States to set targets that do not reflect improvement over baseline.

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