

2022-2023 Graduation Cohort Change Request Submission Instructions

Last updated: December 14, 2022

1. Overview

Districts shall submit Cohort Change requests when students were 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 2019-20 school year and those expected to graduate in spring or summer of 2023. 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.

It is important to note that all updates related to withdraw codes should be made in EIS **first** and then the supporting documents shall be uploaded on the Cohort application. Please ensure to consult the 2022-23 Graduation Cohort Protocol published on the TDOE [website](#) for more guidance.

Starting in the 2022-23 school year, districts can submit and update data for not only current cohort (i.e., 2022-23 graduating cohort) but also future cohorts (i.e., 2023-24, 2024-25, 2025-26 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 2022-23 graduating cohort is complete and accurate by the end of the 2022-23 graduation cohort process.

Also starting in the 2022-23 school year, districts will no longer email cohort change requests. Districts need to complete the [2022-23 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 in the form of [change request worksheets](#) 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 Date.** As presented in Table 1, there are 16 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 cohort change request is by **5 p.m. CST on June 15, 2023**.

¹ Staff must have a SSO/Orion account to access the [2022-23 Graduation Cohort Change Request](#) form.

- **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 TDOE review and approval period.
- **District Review Period.** Following each TDOE 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 highly encouraged to submit the acceptable documentation during the district review period. The last date to submit acceptable documentation to resolve any cohort change request issues is **5 p.m. CST on June 30, 2023**. The department will not review any documentation submitted past the deadline.

Table 1. Cohort Change Request Submission Timeline

Window	District Submission	TDOE Review and Approval Period	District Review Period
1	December 1, 2022	December 2-5, 2022	December 6-9, 2022
2	December 15, 2022	December 16-19, 2022	December 20-23, 2022
3	January 19, 2023	January 20-23, 2023	January 24-27, 2023
4	February 16, 2023	February 17-20, 2023	February 21-24, 2023
5	March 16, 2023	March 17-20, 2023	March 21-24, 2023
6	April 6, 2023	April 7-10, 2023	April 11-14, 2023
7	April 13, 2023	April 14-17, 2023	April 18-21, 2023
8	April 20, 2023	April 21-24, 2023	April 25-28, 2023
9	April 27, 2023	April 28-May 1, 2023	May 2-5, 2023
10	May 4, 2023	May 5-8, 2023	May 9-12, 2023
11	May 11, 2023	May 12-15, 2023	May 16-19, 2023
12	May 18, 2023	May 19-22, 2023	May 23-26, 2023
13	May 25, 2023	May 26-29, 2023	May 30 - June 2, 2023
14	June 1, 2023	June 2-5, 2023	June 6-9, 2023
15	June 8, 2023	June 9-12, 2023	June 13-16, 2023
16	June 15, 2023	June 16-19, 2023	June 20-30, 2023

3. Types of Acceptable Documentation

Below are the types of acceptable documentation for each change request:

1. Moving a student to a different cohort year:
 - a. Transcript providing evidence of the student’s first entered year grade 9.
 - *Note: This only applies to future cohort years. Students that should have been included in prior years may not be moved, as it impacts the data quality.*
2. Merger of two student IDs:
 - a. Screenshot of EIS and the duplicate records.
3. Excluding a student who is a “No Show”
 - a. Letter on official school or district letterhead from the administrator or the director of schools stating the student (with the student ID) never attended.
4. Moving a student into the cohort:
 - a. Transcript providing evidence of the student’s first entered year grade 9: This only applies to students who have **NOT** been previously included in prior years,

as it impacts the data quality.

4. Completing the Change Request

Please complete the [Change Request Worksheet](#) first. Districts may submit as many change request worksheets as needed by **5 p.m. CST, June 15, 2023**. Each submission shall only include the new changes requested.

4.1. Contact Information

1. Enter a valid date in cell B2 (format: MM/DD/YYYY).
2. Enter your district number in cell B3.
 - a. This should automatically populate your district name, director's name, and director's email.
3. 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.
4. 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. 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.
2. 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.
3. Enter students' last names in column E.
4. Enter students' first names in column F.
5. Enter changes requested to be made from the dropdown menu in column G.
 - a. For changing cohort years, please select the appropriate year the student entered grade 9.
 - 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** in the cohort.
6. Enter explanations of the requests in column H.

4.3. Saving the Change Request

Save the 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 Change Request

Districts must submit cohort change requests through the [2022-23 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 **5 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 [2022-23 Graduation Cohort Change Request](#) form or have any questions, please email TNEducation@tn.gov. Thank you for your attention to detail to make our data as accurate as possible.