



# 2022-23 *Ready Graduate* Appeals Guide (2022 Graduating Cohort)

Last updated: 1/17/2023

## Important Updates in 2022-23

- **New in 2022-23:**
  - Districts will receive email notifications after appeal records have been processed on the Cohort application.
  - The department will no longer accept ACT/SAT appeals during the *Ready Graduate* appeals window. ACT/SAT appeals should have been submitted during the ACT/SAT appeals process in Oct/Nov 2022 as stated in the [2022-23 ACT/SAT Appeals Guide](#).

Please reach out to [TNEducation@tn.gov](mailto:TNEducation@tn.gov) for all questions related to the *Ready Graduate* Appeals process.

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# 1. Ready Graduate Overview

Tennessee has approached the federal Every Student Succeeds Act (ESSA) requirement to measure school quality and student success with multiple indicators, one of which is the *Ready Graduate* indicator. The *Ready Graduate* indicator measures the percentage of students who earn a **regular diploma** or **alternate academic diploma** from a Tennessee high school and who also meet the criteria of success outlined below. The intent of this indicator is to recognize and reward schools and districts whose high school graduates demonstrate readiness for meaningful postsecondary education, a training program, and/or workforce entry.

The purpose of this document is twofold. First, it serves as the reference guide for the *Ready Graduate* indicator, including criteria for students to be considered a *Ready Graduate*, and details of each indicator element. Second, this document provides detailed guidance for the appeals process, including an appeals timeline (see [Section 2.3](#)), appeals submission guidelines (see [Section 2.4](#)), and documentation needed for supporting the appeals (see [Section 2.2](#)).

## 1.1. Ready Graduate Criteria

As outlined in [Tennessee’s state ESSA plan](#), the *Ready Graduate* indicator<sup>1</sup> is calculated for all schools **with at least 30 students** in a graduation cohort. The indicator is calculated by dividing the number of students who graduated in four years plus a summer to meet at least one *Ready Graduate* criterion by the total number of students in that graduating cohort. It is important to note that **all students who graduated with a regular diploma<sup>2</sup> or an alternative academic diploma**, including those with Individualized Education Programs (IEPs), are counted as graduates. The *Ready Graduate* Rate calculation formula is below:

$$\frac{\text{\# of graduates}^i \text{ meeting at least one } \textit{Ready Graduate} \text{ criterion}}{\text{\# of students in the graduating cohort}} * 100$$

For students to be considered *Ready Graduates*, they must meet at least one of the following four *Ready Graduate* criteria (students can only be “counted” once):

1. Score of **21 or higher on ACT** (or 1060 or higher on the SAT); or
2. Complete **4 early postsecondary opportunities (EPSOs)**; or
3. Complete **2 EPSOs and** earn an **industry credential**; or
4. Complete **2 EPSOs and** earn a score of 31 on military readiness on the **Armed Services Vocational Aptitude Battery (ASVAB) Armed Forces Qualifying Test (AFQT)**.

### 1.1.1. ACT or SAT

Students with a composite ACT score equal to or greater than 21 or a composite SAT score equal to or greater than 1060 are counted as *Ready Graduates*. Table 1 provides an overview of the data source, requirements for meeting *Ready Graduate* status, and the location for districts to view the data prior to the review and appeals process.

<sup>1</sup> *Ready Graduate* status or meeting *Ready Graduate* indicators is not a requirement for graduation.

<sup>2</sup> The department is working with USED to determine possible cohort adjustments that may impact federally reported graduate rates as a result of the USED monitoring findings. This will not impact the State’s graduation policies approved by the State Board of Education.

**Table 1. ACT/SAT Data Sources, Inclusion Requirements, and District Visibility**

Element	Data Source	Requirements for Inclusion	District Visibility
<a href="#">ACT</a> or <a href="#">Scholastic Aptitude Test (SAT)</a>	<ul style="list-style-type: none"> <li>ACT, Inc. will provide a score file for the department that includes all students who attempted the exam and their highest score, including scores from national administrations</li> <li>The College Board will provide a score file for the department that includes all students who attempted the exam on an in-school or national test administration</li> </ul>	<ul style="list-style-type: none"> <li>Earn an ACT composite score of 21 or higher. If a student takes the exam multiple times, a student's highest overall composite score (not a combined "super score") will be recognized</li> <li>Earn a SAT score of 1060 or higher</li> </ul>	<ul style="list-style-type: none"> <li>Accountability application and TDOE website</li> <li>Score files sent directly to the district from ACT, Inc., and The College Board</li> <li>Individual student score reports available for download from the ACT Success platform</li> </ul>

**Note.** The department will no longer accept ACT/SAT appeals during the *Ready Graduate* appeals window. ACT/SAT appeals should have been submitted during the ACT/SAT appeals process in Oct.-Nov. 2022 as stated in the [2022-23 ACT/SAT Appeals Guide](#).

### 1.1.2. Early Postsecondary Opportunities (EPSOs)

EPSOs allow students to “bank” postsecondary credits or clock hours while in high school. One EPSO credit is intended to approximate the awarding of 3-4 postsecondary credits, or the equivalent of approximately 30 clock hours, in a postsecondary program.

The department recognizes seven types of EPSOs including:

1. Advanced Placement (AP)
2. Cambridge International Examinations (CIE)
3. College Level Examination Program (CLEP)
4. Dual Enrollment (DE)
5. International Baccalaureate (IB)
6. Local Dual Credit (LDC)
7. Statewide Dual Credit (SDC)

More information on the department-recognized EPSOs is available [on the department’s website](#). A student must complete (i.e., fully participate in) the EPSO for that opportunity to count toward the indicator. Some opportunities award credit through an exam; for those, students **must** sit<sup>3</sup> for the aligned exam<sup>4</sup> for these types of EPSOs to be recognized.

**Implications of COVID-19:** Students who were enrolled in any of the AP, IB, or SDC courses during the 2019-20 school year automatically received EPSO credit. Credit for these exams were based on course completion<sup>5</sup> at the end of the 2019-20 school year. Students who were enrolled in CIE or LDC courses during the 2019-20 school year would have received EPSO credit with appropriate documentation proving exam cancellation. Issues with

<sup>3</sup> Students must attempt the exam but are not required to receive a passing score to earn EPSO credit. Documentation must be provided to show students sat for the exam.

<sup>4</sup> This requirement may be dependent on third-party administration of the exam. If the responsible third party (i.e., postsecondary institution) did not administer a normally required EPSO exam (i.e., local dual credit exam), documentation from the responsible third party will be required for appeals.

<sup>5</sup> Students must attend at least 50 percent of any of the EPSO courses (i.e., 50 percent enrollment rule) to be considered for their course completion status.

EPSO credits during 2019-20 should have been resolved during prior appeals process, and credits awarded in 2019-20 will be counted toward 2022 graduates' *Ready Graduate* status.

Table 2 provides an overview of the data source, requirements for meeting *Ready Graduate* status, and the location for districts to view the data prior to the review and appeals process.

**Table 2. EPSO Data Sources, Inclusion Requirements, and District Visibility**

Element	Data Source	Requirements for Inclusion	District Visibility
<a href="#"><u>Advanced Placement (AP)</u></a>	<ul style="list-style-type: none"> <li>Student information system (SIS) data on course enrollment in AP courses will be obtained from Education Information System (EIS)</li> <li>The College Board will provide a score file for the department that includes all students who attempted an AP exam</li> </ul>	<ul style="list-style-type: none"> <li>Complete course and attempt exam (no minimum score required)<sup>6</sup></li> <li><b>For the 2019-20 school year: automatic EPSO credit for course completion</b></li> </ul>	<ul style="list-style-type: none"> <li>Course enrollment in EIS</li> <li>Score files sent directly to the district from The College Board</li> </ul>
<a href="#"><u>Cambridge International Examinations (CIE)</u></a>	<ul style="list-style-type: none"> <li>SIS data on course enrollment in Cambridge International Education courses will be obtained from EIS</li> <li>Cambridge International Education will provide a score file to the department that includes all students who attempted a Cambridge exam</li> </ul>	<ul style="list-style-type: none"> <li>Complete course and attempt exam (no minimum score required)<sup>7</sup></li> <li><b>For the 2019-20 school year: receive EPSO credit for course completion with documentation proving exam cancellation</b></li> </ul>	<ul style="list-style-type: none"> <li>Course enrollment in EIS</li> <li>Exam data visible through the <i>Ready Graduate</i> viewing platform via the testing file</li> <li>Score files may be available through CIE directly to districts</li> </ul>
<a href="#"><u>College Level Examination Program (CLEP)</u></a>	<ul style="list-style-type: none"> <li>The College Board will provide a score file for the department that includes all students who attempted a CLEP exam</li> </ul>	<ul style="list-style-type: none"> <li>Earn a passing score of 50 or higher</li> </ul>	<ul style="list-style-type: none"> <li>Exam data visible through the <i>Ready Graduate</i> viewing platform via the testing file</li> </ul>
<a href="#"><u>Dual Enrollment (DE)</u></a>	<ul style="list-style-type: none"> <li>SIS dual enrollments and courses will be obtained from EIS</li> <li>The Tennessee Higher Education Commission (THEC) will submit postsecondary student enrollment information to the state's longitudinal data system (P20Connect), which will provide a matched data file to the department</li> </ul>	<ul style="list-style-type: none"> <li>Complete course</li> </ul>	<ul style="list-style-type: none"> <li>Course enrollment in EIS</li> </ul>
<a href="#"><u>International Baccalaureate (IB)</u></a>	<ul style="list-style-type: none"> <li>SIS data on course enrollment in IB courses will be obtained from EIS. International Baccalaureate will provide a score file to the department that includes all students who attempted an IB exam.</li> </ul>	<ul style="list-style-type: none"> <li>Complete course and attempt exam (no minimum score required)<sup>8</sup></li> <li><b>For the 2019-20 school year: automatic EPSO credit for course completion</b></li> </ul>	<ul style="list-style-type: none"> <li>Course enrollment in EIS</li> <li>Exam data visible through the <i>Ready Graduate</i> viewing platform via the testing file</li> </ul>

<sup>6</sup> Dependent on postsecondary institution testing protocols.

<sup>7</sup> This requirement may be dependent on third party administration of the exam. If the responsible third party (i.e., postsecondary institution) does not administer a normally required EPSO exam, documentation from the responsible third party will be required for appeals.

<sup>8</sup> Dependent on postsecondary institution testing protocols.

Element	Data Source	Requirements for Inclusion	District Visibility
<a href="#">Local Dual Credit (LDC)</a>	<ul style="list-style-type: none"> <li>SIS data on course enrollment in high school courses that have been appropriately flagged as “local dual credit” will be obtained from EIS</li> </ul>	<ul style="list-style-type: none"> <li>Complete course and attempt exam (no minimum score required)<sup>9</sup></li> <li><b>For the 2019-20 school year: receive EPSO credit for course completion with documentation proving exam cancellation</b></li> </ul>	<ul style="list-style-type: none"> <li>Score sent to districts from IB</li> <li>Course enrollment in EIS</li> </ul>
<a href="#">Statewide Dual Credit (SDC)</a>	<ul style="list-style-type: none"> <li>SIS data on course enrollment in high school courses that have been appropriately flagged as “statewide dual credit” will be obtained from EIS</li> <li>Results of the challenge exam will be provided through the Early Postsecondary (EPS) Data System</li> </ul>	<ul style="list-style-type: none"> <li>Complete course and attempt exam (no minimum score required)<sup>10</sup></li> <li><b>For the 2019-20 school year: automatic EPSO credit for course completion</b></li> </ul>	<ul style="list-style-type: none"> <li>Course enrollment in EIS</li> <li>Exam data located in the EPS Data System</li> </ul>

### 1.1.3. Industry Credentials

Industry credentials are awarded to students based on the mastery of a specific set of industry or job-related competencies. Industry credentials are usually developed in collaboration with employers and validated through a third-party vendor which uses an assessment to determine mastery. Industry credentials are typically awarded or valid for a limited time but may be renewed. Each industry credential is different, so the department has developed resources to aid in the implementation of each credential, which include criteria for obtaining the credential. More information on these resources may be found on the department’s industry credential [webpage](#).

**Industry Credential Credit.** Only industry credentials included in the [department promoted list](#) will count toward the *Ready Graduate* indicator. A student must earn the industry credential, meaning they must complete all testing and/or licensing requirements (not just sit for the exam), for the credential to count. Some industry credentials may align to a Tennessee College of Applied Technology (TCAT) or other postsecondary institutions and convert to EPSO credits. Please consult the [Industry Credential and EPSO conversion chart](#)<sup>11</sup> for more information.

**Industry Credentials and CTE Coursework.** The department encourages interested students to pursue credentials aligned to coursework, as students who have progressed through the sequence of courses in a Career and Technical Education (CTE) [program of study](#) (POS) aligned to a specific industry credential will be more likely to earn a credential than students who sit for an exam without appropriate coursework and training. However, alignment to coursework is not a requirement for participation.

Students do not need to have a CTE program of study to earn industry credentials. The department believes students who possess documentation of their knowledge and skills are demonstrating readiness for postsecondary pathways. If a student feels confident sitting for an industry credential exam because of their experience outside the classroom, we encourage them to test. All students who earn a credential will be included, regardless of the courses they completed or their elective focus of study. Please note that students who have completed a CTE

<sup>9</sup> Dependent on postsecondary institution testing protocols.

<sup>10</sup> Dependent on postsecondary institution testing protocols.

<sup>11</sup> The conversion chart was last updated in 2019. If districts have established additional agreements with local postsecondary higher education institutions since then, districts can submit a statement detailing the conversion agreement on postsecondary institution letterhead for appeals.

program of study are more likely to successfully earn the credential than students who have not had the experience of aligned coursework and training.

All EPSOs do not need to be within the same CTE program of study. If a student progresses through a program of study and earns an industry credential, the two EPSOs can come from within the CTE program of study or from general education courses. For example, a student could take courses within the Office Management program of study, earn the Microsoft Office Specialist certification, take Statewide Dual Credit Statistics to meet their fourth-year math requirement, and take a Dual Enrollment Spanish course to meet the *Ready Graduate* indicator.

**Industry Credential Completion Timeline.** There may be some factors (such as age or work experience) that prevent a student from completing the credential exam or licensing process prior to high school graduation. To ensure students who obtain credentials the summer after their high school graduation are included in a school's *Ready Graduate* count, the data for credentials will be pulled no earlier than **Aug. 1** each year. After a student graduates, they have the following summer to complete the requirements of the credential, prior to the department tabulating the accountability data. This timeframe is similar to the time allotted for students to complete graduation requirements to receive their high school diploma.

Table 3 provides an overview of the data source, requirements for meeting *Ready Graduate* status, and the location for districts to view the data prior to the review and appeals process.

**Table 3. IC Data Sources, Inclusion Requirements, and District Visibility**

Element	Data Source	Requirements for Inclusion	District Visibility
<a href="#">Industry Credential (IC)</a>	<ul style="list-style-type: none"> <li>Districts provided the department with data that includes all students who successfully earned a credential during the fall window</li> </ul>	<ul style="list-style-type: none"> <li>Complete all requirements of a specific credential included on the <a href="#">department's promoted list</a>, including earning a passing score on any assessment(s) and/or completing licensure application<sup>12</sup></li> </ul>	<ul style="list-style-type: none"> <li>Districts should collect documentation of individual student credential attainment and/or score reports from credentialing organizations for <i>Ready Graduate</i> appeals, in the event attainment data is not included in TDOE reporting</li> </ul>

**1.1.4. Armed Services Vocational Aptitude Battery (ASVAB) Armed Forces Qualifying Test (AFQT)**

Students must earn a minimum ASVAB AFQT score of 31<sup>13</sup> to qualify for admission into at least one branch of the military as of June 1 following a student's graduation to demonstrate military readiness.

Table 4 provides an overview of the data source, requirements for meeting *Ready Graduate* status, and the location for districts to view the data prior to the review and appeals process.

**Table 4. ASVB AFQT Data Sources, Inclusion Requirements, and District Visibility**

Element	Data Source	Requirements for Inclusion	District Visibility
<a href="#">ASVAB, AFQT Armed Services Vocational Aptitude Battery (ASVAB)</a>	<ul style="list-style-type: none"> <li>The U.S. Department of Defense will provide results to districts who will provide data to the department with documentation</li> <li>Scores in Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension, and</li> </ul>	<ul style="list-style-type: none"> <li>Students must earn a minimum ASVAB AFQT score required to qualify for admission in-to at least one branch of the military as of June 1 following a student's graduation to demonstrate</li> </ul>	<ul style="list-style-type: none"> <li>Score file provided by the Department of Defense</li> </ul>

<sup>12</sup> Please consult the department's industry credential [webpage](#) for the specific requirements for each credential.

<sup>13</sup> The "passing" score for military aptitude may change in the future. Annual determination of military readiness will be the minimum ASVAB AFQT score required to qualify for admission into at least one branch of the military as of June 1 following a student's graduation. Scores will be determined on June 1 annually for the following year's accountability. More information about enlistment eligible is available [here](#).

Element	Data Source	Requirements for Inclusion	District Visibility
	Mathematics Knowledge are combined to create the Armed Forces Qualifying Test (AFQT) score	military readiness for the indicator. The 2021 graduates need to earn an AFQT score of 31.	

## 2. Appeals Process and Timeline

The *Ready Graduate* appeals process allows districts to resolve any data issues in line with federal and state guidelines. This section provides explanation of *Ready Graduate* criteria as well as what, how, and when districts may submit and appeal information. Please contact [TNED.Graduates@tn.gov](mailto:TNED.Graduates@tn.gov) with questions not addressed in this document.

### 2.1. Appeals Context

The *Ready Graduate* data included in the *Ready Graduate* indicator **only** reflect the students in the prior graduation cohort who earned an on-time regular diploma or an alternate academic diploma. These data are lagged by one year for calculation purposes; therefore, the 2022-23 *Ready Graduate* reporting includes only graduates of the 2022 graduating cohort.

Since the 2015-16 school year, specific course codes for AP, IB, CIE, and DE have been specified in the [Correlation of Course Codes](#) document and in local student information systems (SIS). In 2018-19, specific codes for SDC courses were also added. SIS packages also provide a “flag” option for all high school course codes available to be taught as a LDC course, assuming an articulation agreement with a local postsecondary institution to provide a culminating exam is in place.

For all *Ready Graduate* elements where course enrollment information is obtained through EIS, a student must be appropriately placed in the correct course code, and/or the appropriate flags must be checked to reflect that the course was offered as an early postsecondary course eligible for postsecondary credit. If a student were enrolled in a course that was eligible for postsecondary credit, but that student is not placed in the correct course code or flagged course section as reflected in EIS, appropriate documentation must be provided through the Cohort application to ensure the student’s progress toward *Ready Graduate* is captured. For SDC, the department provides specific enrollment and flagging instructions to SDC coordinators. For any other questions about early postsecondary course enrollment, please email [Early.Postsecondary@tn.gov](mailto:Early.Postsecondary@tn.gov).

In addition to local student information systems, DE course information is also collected from the state’s longitudinal data system, P20Connect, where it is provided by the Tennessee Higher Education Commission at the conclusion of each semester. To ensure students who successfully earn college credit at a Tennessee public postsecondary institution prior to high school graduation are captured in this indicator, a student who is identified as completing a course in P20Connect will be given credit for the EPSO, regardless of if they have matching DE course codes in their high school student information system.

**Note.** Students must attend at least 50 percent of any of the EPSO courses (i.e., 50 percent enrollment rule) to be considered for their course completion status. For students who do not meet this criterion, their EPSO records will not appear on the Cohort application’s *Ready Graduate* page. Additionally, the records of students who withdrew from the course will not appear on the *Ready Graduate* page even if they meet the 50 percent enrollment rule.

### 2.2. *Ready Graduate* Data Review and Appeals

Through the Cohort application on the *Ready Graduate* page, districts will have the opportunity to review the data provided to the department and appeal data with appropriate documentation to prove the student meets *Ready Graduate* criteria on the *Ready Graduate* page. To make the appeal process easier for districts, the Cohort application



was updated by the department to highlight students for appeals. Students highlighted in green meet *Ready Graduate* criteria. Students that are “greyed out” and missing an “attach” link are the students who have been removed from the original cohort and will not count for or against the school or district’s *Ready Graduate* calculation.

Districts may submit *Ready Graduate* appeals only for graduates:

1. who have missing data and have corresponding evidence, **OR**
2. whose exam scores increased to meet *Ready Graduate* qualifying criteria and have corresponding evidence.

Other appeals may not be accepted. Appealable and non-appealable issues are outlined in the next section.

### 2.2.1. **Appealable issues:**

- Missing *Ready Graduate* data
  - The district has score reports and/or data files that contain valid scores, completion/enrollment records, and/or certificates for students with missing data on the *Ready Graduate* page of the Cohort application.
  - ASVAB AFQT data must come from districts<sup>14</sup>, and districts must provide score reports and/or data files provided by the U.S. Department of Defense. This data will only be reflected if districts submit them during the *Ready Graduate* appeals window.
- Corrected *Ready Graduate* data
  - The district has documentation and/or data files that contain valid scores, completion records, and/or certificates for students whose submitted data and evidence would qualify them for *Ready Graduate* status<sup>15</sup>. See Table 5 for the appropriate documentation when submitting appeals.

**Table 5. *Ready Graduate* Elements and the Required Documentation/Evidence**

<i>Ready Graduate</i> Element	Required Documentation/Evidence
<a href="#"><u>Advanced Placement (AP)</u></a>	<ul style="list-style-type: none"> <li>• For all other school years: Complete course (i.e., on transcript) and attempt exam (i.e., a score file from College Board)</li> <li>• For the 2019-20 school year: automatic EPSO credit for course completion</li> </ul>
<a href="#"><u>Cambridge International Examinations (CIE)</u></a>	<ul style="list-style-type: none"> <li>• For all other school years: Complete course (i.e., on transcript) and attempt exam (i.e., a score file from College Board)</li> <li>• For the 2019-20 school year: receive EPSO credit for course completion with documentation proving exam cancellation</li> </ul>
<a href="#"><u>College Level Examination Program (CLEP)</u></a>	<ul style="list-style-type: none"> <li>• Earn a passing score of 50 or higher on exam (i.e., official examine score from College Board)</li> </ul>
<a href="#"><u>International Baccalaureate (IB)</u></a>	<ul style="list-style-type: none"> <li>• For all other school years: Complete course (i.e., on transcript) and attempt exam (i.e., a score file from College Board)</li> <li>• For the 2019-20 school year: automatic EPSO credit for course completion</li> </ul>
<a href="#"><u>Dual Enrollment (DE)</u></a>	<ul style="list-style-type: none"> <li>• Evidence of course enrollment with local institution (i.e., on transcript with DE course flag)</li> </ul>
<a href="#"><u>Local Dual Credit (LDC)</u></a>	<ul style="list-style-type: none"> <li>• For the 2019-20 school year: receive EPSO credit for course completion with documentation proving exam cancellation</li> <li>• For all other school years: Complete course (i.e., evidence of course enrollment with enrollment dates with local institution) and attempt exam (i.e., documentation from the</li> </ul>

<sup>14</sup> The U.S. Department of Defense does not share ASVAB AFQT data with the department; therefore, ASVAB AFQT are left blank on the Cohort application by default. Districts must submit the score file provided by the Department of Defense during the appeal window to account for the data.

<sup>15</sup> Higher values for *Ready Graduate* data may be accepted for all EPSOs.

Ready Graduate Element	Required Documentation/Evidence
	postsecondary institution affirming the completion of all course requirements for the LDC course)
<a href="#">Statewide Dual Credit (SDC)</a>	<ul style="list-style-type: none"> <li>For the 2019-20 school year: automatic EPSO credit for course completion</li> <li>For all other school years: Complete course (i.e., on transcript) and attempt exam (i.e., documentation from the Tennessee Board of Regents affirming that the student(s) completed the exam for the SDC course)</li> </ul>
<a href="#">Industry Credential (IC)</a>	<ul style="list-style-type: none"> <li>Evidence of credential (i.e., exam score, certificate, or license) from the certifying organization</li> </ul>
<a href="#">Armed Services Vocational Aptitude Battery (ASVAB)</a>	<ul style="list-style-type: none"> <li>Earn an AFQT score of 31 or higher (i.e., individual score report from ASVAB or a copy of the official spreadsheet containing students' scores)</li> </ul>

### 2.2.2. **Non-appealable issues:**

- ACT/SAT data
  - All ACT/SAT appeals should have been addressed during the ACT appeals window in October/November 2022 per the [2022-23 ACT/SAT Appeals Guide](#).
- Data without required evidence
  - The request to update student data must be supported by the appropriate documentation described in Table 5. Requests without proper documentation/evidence will be denied.
- Cohort change
  - A student who graduated early (i.e., the year before their expected cohort graduation year) will not appear in the file.
    - Early graduates' *Ready Graduate* data will be reported with their original graduating cohort per federal law. Regardless, any requests associated with cohort change will be denied because these types of changes should have been made during the Graduation Cohort review and appeals process. Cohort data cannot be changed past the Graduation Cohort appeals timeline.
  - Adding or removing a student into or from the cohort
    - These types of changes should have been made during the Graduation Cohort review and appeal process. Cohort data cannot be changed past the Graduation Cohort appeal timeline.
- Student demographic data change
  - All demographic data should have been corrected in the education information system (EIS) as part of the Graduation Cohort review and appeal process. Student demographic data cannot be changed past the Graduation Cohort appeal timeline.

## 2.3. Appeals Timeline

The *Ready Graduate* appeals window opens on **January 23, 2023** and closes on **June 30, 2023**. The key milestones are summarized in Table 6. It is important to note that **districts shall submit all appeals and the corresponding documentation by 5 p.m. CT on June 16, 2023**. Any new appeals submitted after that timeline will be denied.

The department will review *Ready Graduate* appeals on an on-going basis as they are submitted. Districts will receive email notification as their records are being approved or denied on the Cohort application by the department. The department will review all data submitted by the June 16th deadline and provide an initial response on the Cohort application by June 23rd. Districts shall provide documentation needed to resolve all

pending issues by 5 p.m. CT on June 30, 2023. This documentation will be reviewed by the department to make a final decision. **The department will not review any documentation submitted after June 30, 2023.**

Once approved or denied, the status of the student will be updated accordingly on the Cohort application. New documentation uploaded after students have been approved or denied will automatically reset their approval status. As a student's *Ready Graduate* status updates, the column identifier as "*Ready Graduate*" will update from N to Y. By July 7, the department will complete the review of all pending issues, and *Ready Graduate* data will be updated and finalized on the Cohort application. **Appeals decisions made by July 7 are final.**

**Table 6. Ready Graduate Appeals: Milestones and Key Dates**

Date	Milestone	Delivery Medium
<b>December 15, 2022</b>	<i>Ready Graduate</i> data published	Cohort Application
<b>January 23, 2023</b>	<i>Ready Graduate</i> appeals window opens	Districts upload documentation for review directly to the Cohort Application
<b>June 16, 2023</b>	<i>Ready Graduate</i> submission window closes	Cohort Application
<b>June 23, 2023</b>	Department approves or denies documentation	Cohort Application
<b>June 26-30, 2023</b>	Districts provide documentation needed to resolve any pending issues	Cohort Application
<b>July 7, 2023</b>	Department completes review of resubmitted documentation; finalized <i>Ready Graduate</i> data	Cohort Application

## 2.4. Appeals Submission Format

Districts will have two options for submitting *Ready Graduate* appeals documentation: an individual upload for a single student's appeal **or** a combined upload for appeals for multiple students. All appeals must be submitted on the *Ready Graduate* page through the Cohort application. The submissions must include files containing student evidence and **must be named with the student's state ID**<sup>16</sup> (student key).

### 2.4.1. Individual Student Submissions

Districts choosing to update an individual student's *Ready Graduate* status may follow the steps outlined below:

1. Identify students who are not currently meeting *Ready Graduate* criteria. This action can be completed by selecting the "*Non-Ready Graduate*" filter at the top of the page **OR** by downloading and filtering the .CSV file from the application.
2. In the "Upload Document" column, districts may complete the following actions: Attach or Delete.
  - a. Documentation to be attached must be in a single PDF file (multiple documents may be included in a single file, but please identify which EPSO each page represents).
  - b. The file must be saved as the student's state ID (Student Key).
  - c. Select "Upload."
3. The "Status/Comments" column will indicate whether the department has reviewed and approved or denied the appeal.

<sup>16</sup> Files saved with any name other than the correct student ID will return with an error and will not attach to the student record on the *Ready Graduate* page.

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### 2.4.2. Combined Upload Submissions

Districts choosing to submit multiple students' *Ready Graduate* data and documentation may access the "Combined Upload" page. This page houses both the combined upload functionality for Cohort data and *Ready Graduate* data. To upload documentation using the "Combined Documentation Upload" feature, complete the following steps:

1. Save each student PDF with the file name as the student's state ID.
2. Save all student documentation to be uploaded into a zip/compressed file containing the **district number, district name, and the upload number** (e.g., ###\_Apple\_Co\_Schools\_1, where ### is the three-digit district number and 1 is the first combined upload performed by the district).
3. Select "Choose File."
4. Select the zip/compressed file.
5. Select "Upload."
6. The "Status/Comments" column will indicate whether the department has reviewed and approved the appeal.

Please note, student PDFs named with incorrect student IDs will be returned with an error and will not attach to the student record on the *Ready Graduate* page. Additionally, after completing either a data or document combined upload, please review the *Ready Graduate* page to ensure the upload was successfully completed as intended.

## 2.5. Questions or Feedback?

To provide feedback on any of the information in this document, or to ask clarifying questions, please email [TNEd.Graduates@tn.gov](mailto:TNEd.Graduates@tn.gov).