

**TECHNICAL GUIDE FOR  
THE FIVE-YEAR GRADUATION RATE  
(FOLLOW-UP TO THE PRIOR YEAR  
FOUR-YEAR FEDERAL RATE)**



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fdoe.org

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## OVERVIEW

A five-year graduation rate is a component in the school grades calculations for high schools. The five-year rate includes only standard diplomas earned within five years. The purpose of this technical assistance guide is to provide instructions regarding:

1. Definition of the rate;
2. How to review the data; and
3. How to calculate the rate.

Specific questions relating to high school grade calculations should be directed to the Bureau of Accountability Reporting at [EVALNRPT@FLDOE.ORG](mailto:EVALNRPT@FLDOE.ORG).

## DEFINITION

The five-year graduation rate is a follow-up to the prior year's four-year adjusted cohort federal graduation rate. The denominator is the same for both calculations; however, standard diplomas earned in the fifth year are included in the five-year rate. No additional adjustments will be made.

**Five-Year Follow-up to the Four-Year Federal Graduation Rate**

**Total Number of Standard Diplomas Earned in Five Years**

**÷**

**Adjusted Cohort Total from the Prior Year Four-Year Federal Graduation Rate**

## DISTRICT PROCEDURES FOR REVIEWING

### HOW TO DOWNLOAD THE FILE

The review process involves working from a consolidated file with an individual listing of all students in the four-year adjusted cohort and making corrections directly to this file.

This text file must be downloaded from Northwest Regional Data Center (NWRDC) and then imported into appropriate software, such as Excel, Access or SAS, for reviewing and editing. Only those staff with privileges to NWRDC can download this file.

The final student-level file used for the 2012-13 four-year federal graduation rate is the driver for this calculation. The file **DPS##.GQ.F71254.Y13145** is then updated with all diploma codes submitted via Survey 5, 2012-13 in the Automated Student Database.

File Name: **DPS##.GQ.F71254.Y13145**

Displays the withdrawal status from the 2012-13 federal cohort file and, for those applicable, any diploma codes reported during Survey 5 in the 2013-14 school year. No additional withdrawal codes are included in this file in the 2013-14 column. A standard diploma awarded in 2013-14 will trump a special diploma code, certificate of completion or GED from the 2012-13 file.

## HOW TO UPDATE THE FILE

This file includes all data submitted via the Automated Student Database as of August 29, 2014. Please notify the Bureau of Education Information and Accountability Services (EIAS) at [ASKEIAS@fldoe.org](mailto:ASKEIAS@fldoe.org) or the Bureau of Accountability Reporting at [EVALRPT@fldoe.org](mailto:EVALRPT@fldoe.org) if no corrections are required for your file.

**Action Field:** The following information will serve as a record of changes made to the file.

Blank = Record is correct.

The following codes will be allowed in the Action Update field:

**StanDip** W06, W6A, W6B, W43, W52, WFW, WFT, WFA, WFB, WXL, WXT, WXW, W54 or W55

**SpDip** W07 or W27 (This information is important, so please report even though they do not count as graduates in the five-year rate.)

**Action Date:** Provide the correct date if the withdrawal code changed or if the withdrawal date was updated.

**Reject Rules:** Entries to the action/update field that include the withdrawal codes W3A, W3B, W04, W12, W24 and W26 will not be processed.

Updates to a dropout code will not be accepted (DNE, W05, W13, W15, W18, W21, W22 or W23).

Action/update field entries using any other non-graduate withdrawal code will not be accepted (W01, W02, W10, WGD, WGA, W45, W08, W8A, W09 or W44).

Updates to the School Number will be rejected. (You will note that there is no field provided for this).

If the student was in School A with a withdrawal code of W02 (transfer to another school within the district) in the four-year file but earns a diploma from School B in the same district in the fifth year, the student will count as a graduate in School A.\*

**NOTE: Districts are to keep in mind that any diploma updates made to this file after the close of Survey 5 (August 29, 2014) must also be made to the Automated Student Database prior to the close of the survey.**

## CALCULATION

This file becomes the final adjusted cohort file for the five-year follow-up graduation rate.

Numerator = All students with diploma codes in both the fourth and fifth years (W06, W6A, W6B, W43, W52, WFW, WFT, WFA, WFB, WXL, WXT, WXW, W54 or W55).

Denominator = Total number of students in the file. (The denominator will be the same as that used in the four-year federal rate.)

**\*W02 is considered a "non-graduate" code in the cohort calculation. Therefore, updates to this code are not permissible.**

## TIMELINE FOR THE 2013-14 FIVE-YEAR GRADUATION RATE AS A FOLLOW-UP TO THE 2012-13 FOUR-YEAR FEDERAL RATE

This schedule is subject to change.

April 8, 2014	Memo, timeline and procedures provided to district staff
August 1, 2014	Due Date for 2013-14 Survey 5
August 29, 2014	Survey 5 state processing window closes; all updates must be submitted by this date to be included in the 5-year file
September 9, 2014	Cohort Review and Update Process begins.
	<b>Download file DPS##.GQ.F71254.Y13145</b>
	<b>DPS##.GQ.F81234.Y13145</b> is the file name to be used to submit corrections
	Batches processed at 8:00 AM daily; edit reports available after the file is processed
	DPS##.GQ.F71254.Y13145.EDITS
October 10, 2014	Close of review and update window
TBA	Final student-level file is available
TBA	Graduation rates are released

## FORMAT FOR STUDENT-LEVEL DATA FILE DPS##.GQ.F71254.Y13145

Field	Beginning	Ending	Length	
DISTRICT	1	2	2	
SCHOOL	4	7	4	
LAST_NAME	9	25	17	
APPENDAGE	27	29	3	
FIRST_NAME	31	42	12	
STUDENT_ID	44	53	10	
ALIAS_STUDENT_ID	55	64	10	
BIRTH_DATE	66	73	8	CCYYMMDD
GRADE_LVL	75	76	2	
RACE	78	78	1	
GENDER	80	80	1	
PRIMARY EXCEP	82	82	1	
OTHER EXCEPTIONALITY	84	92	9	
SWD (Y/N flag)	94	94	1	
LUNCH (Y/N flag)	96	96	1	
ELL (Y/N flag)	98	98	1	
MIGRANT (Y/N flag)	100	100	1	
HOMELESS (Y/N flag)	102	102	1	
SY1213 WITHDRAWAL_DATE	104	111	8	CCYYMMDD
SY1213 WITHDRAWAL_CD	113	115	3	
SY 1112 WD STATUS DEFINITION	117	126	10	
AT-RISK* (Y/N/NA)	128	130	3	
SY1314 WITHDRAWAL_DATE	132	139	8	CCYYMMDD
SY1314 WITHDRAWAL_CD	141	143	3	
SY 1314 WD STATUS DEFINITION	145	154	10	
ACTION FIELD for 1314 correction	156	158	3	
ACTION DATE for 1314 correction	160	167	8	CCYYMMDD

## **DPS##.GQ.F71254.Y1314.MODSCHL FORMAT**

### **SCHOOL LEVEL REPORT**

**DIST#**

**DISTRICT**

**SCHL#**

**SCHOOL NAME**

**4-YR FED ADJUSTED COHORT**

**NONGRADS FEDERAL**

**DROPOUTS FEDERAL**

**Total 4-YR Non-graduates**

**4-YR STANDARD DIPLOMAS**

**4-YR GRAD RATE FEDERAL**

**5-YR ADJUSTED COHORT\***

**4-yr standard diplomas**

**4-yr special diplomas**

**Standard diplomas in 5th year**

**Special diplomas in 5th year**

**Total 4-yr + 5-yr standard diplomas\*\***

**5-Yr Grad Rate**

\*The five-year cohort should always be equal to the four-year adjusted cohort.

\*\*The number of five-year graduates should always be equal to or greater than the number of four-year graduates.

**SAMPLE REPORT IN EXCEL**

**Sample Five-Year Graduation Rate as Follow-Up to Prior Four-Year Graduation Rate  
2012-13 Compared to the Four-Year 2011-12 Federal Graduation Rate**

DIST #	DIST	SCHL #	SCHOOL NAME	4-year Federal adjusted cohort, 2011-12	NONGRADES FEDERAL, 2011-12	DROPOUTS FEDERAL, 2011-12	STANDARD DIPLOMAS, 2011-12	FEDERAL GRAD RATE, 2011-12	2012-13 Cohort for 5 yr	4-yr standard diplomas	4-yr special diplomas	standard diplomas in 5th year	special diplomas in 5th year	Total 4 year standard + 5th year standard diplomas	5-Yr Grad Rate
##	ABC D	####	High School A	128	20	6	102	79.7	128	102	3	12	2	114	89.1
##	ABC D	####	High School B	51	10	6	35	68.6	51	35	1	3	3	38	74.5
##	ABC D	9999	DISTRICT TOTALS	179	30	12	137	76.5	179	137	4	15	5	152	84.9

The adjusted cohort will always be equal to the prior year adjusted cohort.  
The number of five-year graduates will always be equal to or greater than the number of four-year graduates.

## WITHDRAWAL CODES AND DEFINITIONS

NOTE: No additional transfer adjustments are made for the five-year follow-up graduation rate

WITHDRAWAL CODE/DIPLOMA TYPE AND DEFINITION	FOUR-YEAR FEDERAL GRADUATION RATE	FIVE-YEAR GRAD RATE
DNE – Any PK-12 student who was expected to attend a school but did not enter as expected for unknown reasons	Dropout	
W01 – Any PK-12 student promoted, retained or transferred to another attendance reporting unit in the same school	Non-graduate – still in school thus counted as a non-graduate	
W02 – Any PK-12 student promoted, retained or transferred to another school in the same district	Non-graduate, if it's the last WD code for the district	
W3A – Any PK-12 student who withdraws to attend a public school in another district in Florida	Transferred out of cohort	
W3B – Any PK-12 student who withdraws to attend another public school out-of-state	Transferred out of cohort	
W04 – Any PK-12 student who withdraws to attend a nonpublic school in- or out-of-state	Transferred out of cohort	
W05 – Any student age 16 or older who leaves school voluntarily with no intention of returning.	Dropout	
W06 – Any student who graduated from school and met all of the requirements to receive a standard diploma	Graduate	Graduate
W6A – Any student who graduated from school and met all of the requirements to receive a standard diploma, based on the 18-credit college preparatory graduation option	Graduate	Graduate
W6B – Any student who graduated from school and met all of the requirements to receive a standard diploma, based on the 18-credit career preparatory graduation option	Graduate	Graduate
W07 – Any student who graduated from school with a special diploma based on option one—mastery of Sunshine State Standards for Special Diploma	Non-graduate	Non-graduate
W08 – Any student who received a certificate of completion	Non-graduate	
W8A – Any student who met all of the requirements to receive a standard diploma (24-credit option) except passing the State approved graduation test and received a certificate of completion and is eligible to take the Postsecondary Education Readiness Test (P.E.R.T.) and be admitted to remedial or credit courses at a state community college as appropriate.	Non-graduate	
W09 – Any student who received a special certificate of completion	Non-graduate	
W10 – Any student in a GED Exit Option Model who passed the GED Tests and the graduation test and was awarded a standard diploma	Non-graduate	

WITHDRAWAL CODE/DIPLOMA TYPE AND DEFINITION	FOUR-YEAR FEDERAL GRADUATION RATE	FIVE-YEAR GRAD RATE
W12 – Any PK-12 student withdrawn from school due to death	Transferred out of cohort	
W13 – Any PK-12 student withdrawn from school due to court action	Dropout	
W15 – Any PK-12 student who is withdrawn from school due to nonattendance	Dropout	
W18 – Any PK-12 student who withdraws from school due to medical reasons	Dropout	
W21 – Any PK-12 student who is withdrawn from school due to being expelled	Dropout	
W22 – Any PK-12 student whose whereabouts is unknown	Dropout	
W23 – Any PK-12 student who withdraws from school for any reason other than W01 – W22 or W24 – W27	Dropout	
W24 – Any PK-12 student who withdraws from school to attend a home education program	Transferred out of cohort	
W25 – Any student under the age of 6 who withdraws from school	N/A	
W26 – Any student who withdraws from school to enter the adult education program prior to completion of graduation requirements	Non-graduate – remains in the cohort	
W27 – Any student who graduated from school with a special diploma based on option two—mastery of employment and community competencies	Non-graduate	Non-graduate
W43 – Any adult student who graduated from school with a standard diploma	Graduate	Graduate
W45 – Any adult student who left school with a State of Florida diploma (GED)	Non-graduate	
W52 – Any adult student who graduated from school with a standard diploma and satisfied the graduation test requirement through an alternate assessment	Graduate	Graduate
WFW – Any student who graduated from school with a standard diploma and an FCAT waiver	Graduate	Graduate
WFT – Any student who graduated from school with a standard diploma and satisfied the graduation test requirement through an alternate assessment (For students meeting accelerated high school graduation option requirements, see WFA and WFB.)	Graduate	Graduate
WFA – Any student who graduated from school with a standard diploma based on an 18-credit college preparatory graduation option and satisfied the graduation test requirement through an alternate assessment	Graduate	Graduate
WFB – Any student who graduated from school with a standard diploma based on an 18-credit career preparatory graduation option and satisfied the graduation test requirement through an alternate assessment	Graduate	Graduate

WITHDRAWAL CODE/DIPLOMA TYPE AND DEFINITION	FOUR-YEAR FEDERAL GRADUATION RATE	FIVE-YEAR GRAD RATE
WGA – Any student in a GED Exit Option Model who passed the GED Tests, satisfied the graduation test requirement through an alternate assessment and was awarded a standard diploma	Non-graduate	
WGD – Any student participating in the GED Exit Option Model who passed the GED Tests but did not pass the graduation test and was awarded a State of Florida diploma	Non-graduate	
WXL – Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, s. 1002.3105(3), F.S.	N/A	Graduate
WXT – Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, s. 1002.3105(3), F.S., and satisfied the state graduation test requirement through an approved state alternate assessment score	N/A	Graduate
WXW – Any student with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, s. 1002.3105(3), F.S., and satisfied the state graduation test requirement with an approved statewide assessment waiver	N/A	Graduate
W54 – Adult standard high school diploma (ACCEL) 18-credit option	N/A	Graduate
W55 – Adult standard high school diploma (ACCEL), alternate assessment score, 18-credit option	N/A	Graduate