



Arizona Department of Education  
**Research and Evaluation**  
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### MEMORANDUM

**TO:** District Superintendents and Charter School Administrators

**FROM:** Alphonse Damas, Ph.D.  
Director of Integrated Data Management  
Research and Evaluation

**DATE:** May 15, 2006

**SUBJECT:** Data Verification Process for the Four-Year Graduation Rate Data for the Cohort Class of 2005  
(REF# RE06005E)

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This memo is to inform you that the data verification window for the four-year graduation rate data that will be used in the Adequate Yearly Progress (AYP) evaluation is now open and will close on June 29, 2006. The verification process described below will allow you to correct **ONLY** the cohort 2005 four-year graduation rate data. (A separate process exists for data verification requests for graduation rate data prior to cohort 2005. Please send all such requests to [gradrate@ade.az.gov](mailto:gradrate@ade.az.gov).)

This verification process can be used to verify and change any field in the graduation rate data set, including student cohort membership, subgroup designation for gender, ethnicity/race, SPED, ELL, free/reduced lunch, and migrant. For further explanation of the fields and acceptable entries, please consult the accompanying code sheet document (codeSheet\_for\_2005\_gradrate\_grid.doc).

**It is import to note that correction of any student demographic data (e.g., SAISID, SPED or ELL status, etc.) is restricted to only your graduation rate data.** No other application or data on the ADE's web site will be impacted by your data submission.

Please read the following instructions carefully before requesting or submitting your graduation rate data file. There are six (6) parts to the graduation rate data verification process:

1. View your school's graduation rate;

2. An administrator makes a data request;
3. The administrator acknowledges that s/he has received the data from the ADE;
4. The administrator submits the corrected data file to the ADE;
5. The ADE acknowledges receipt of the corrected data; and
6. The ADE generates an updated graduation rate for the school based on the corrected information.

### **1. Viewing the 2005 Graduation Rates**

Please do the following to view the 2005 graduation rates:

1. enter the common logon available at [www.ade.az.gov](http://www.ade.az.gov);
2. click on the AZ LEARNS /Adequate Yearly Progress (NCLB) link; and
3. Scroll down to “2006 AYP / AZ LEARNS Updates /Memos”; and
4. Click the link “Four Year Graduation Rates Table”

### **2. Making a Data Request**

Administrators can request a copy of the data used to calculate the 2005 four-year graduation rates starting May 8, 2006.

1. Please send all requests to [gradrate@ade.az.gov](mailto:gradrate@ade.az.gov)
2. Please use the Subject Header: Cohort 2005 Graduation Rate Data Request.
3. The ADE will supply this information in text (ASCII) format.
4. Be sure to include the following with each correspondence to the ADE: school/district name, school/district CTDS and Entity ID, your name, email address, and phone number.

### **3. Acknowledgement of Receipt of Data from Administrator**

After receiving the data from the ADE, the requestor needs to send written confirmation via e-mail that they received the data file from the ADE.

### **4. Submission of Corrected Data**

The ADE will only accept verified graduation rate information about each school either in an Excel or a text file with the exact data structure as the one provided by the ADE. For schools that decide to submit changes using a text file, please make the corrections to your data file and save it as a pipe-delimited “|” text file on your computer. Please refer to the document “GR\_2006\_data\_correction\_instructions.doc” for a detailed description on how to correct and submit your data file to the ADE. Send all verification files as an attachment to [gradrate@ade.az.gov](mailto:gradrate@ade.az.gov) with the Subject Header: Cohort 2005 Graduation Rate Corrected Data.

### **5. Acknowledgement of Receipt of Data from the ADE**

After receiving your corrected data, the ADE will send a written confirmation via e-mail stating they have received your data.

## **6. Calculation of Updated Graduation Rates Based on Corrected Data**

Once accepted, the ADE will produce a new graduation rate for these schools based on the corrected information.

If you have any questions about the data verification process, please send an e-mail to [gradrate@ade.az.gov](mailto:gradrate@ade.az.gov) or call 602-542-5151. Be sure to include the following with each correspondence to the ADE: school/district name, school/district CTDS and Entity ID, your name, email address, and phone number.

Thank you for your cooperation.

Sincerely,

Alphonse Damas, Ph.D.  
Director of Integrated Data Management