# Graduation Audit Toolkit

During the Graduation Audit Window, schools must upload documentation for students prior to their removal from the adjusted cohort graduation rate (ACGR). As required federally and by the Oklahoma State Auditor and Inspector, students whose exit codes correspond to transferred out (1907-1915 and 1919), emigrated (1916), or passed away (1923) must have documentation reviewed prior to removal from the school's adjusted cohort.

Accurate supporting documentation is required for any exit code that would allow for the removal of the student from the ACGR. Failure to provide documentation by the deadline that will be specified in the formal announcement of this window will result in the student remaining in the school's ACGR. If a school is unable to provide sufficient documentation for a student selected for the audit, OSDE reserves the right to request documentation for all remaining students eligible for the audit. This is the final review window for student-level graduation data prior to public reporting.

Completing the Audit

1. Go to the Accountability Reporting application (AR) in Single Sign-On (SSO) and then click the Student Data tab for your high school. Next, click on the Enrollment Graduations tab.
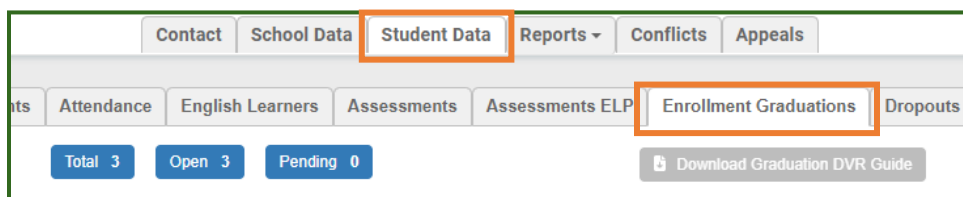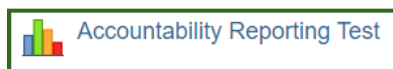
2. Three buttons will show:

   ❑ The **Total** button indicates the total number of student records being audited through this window.

   ❑ The number value displayed in the **Open** button changes as you review records. This number indicates how many records still need to be reviewed.

   ❑ The value in the **Pending** button also changes as you review records. This value indicates the number of records that have been submitted for review.

3. Click the **Open** button to view and upload supporting documentation for the displayed students. These students have data conflicts that require resolution.
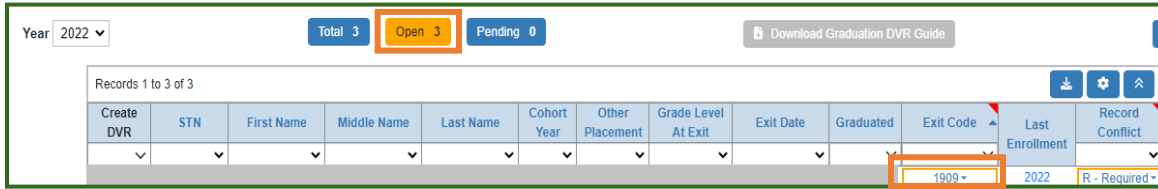

4. Click on the Exit Code to open a window that allows you to type your request and upload supporting documentation (e.g., withdrawal forms, records requests from the receiving school, letters from foreign exchange programs, military records, obituaries, etc.), pursuant to OAC§ 210:35-3-47.

   ❑ If clicking on the Exit Code presents a drop down with appeal type choices, that means the record conflict qualifies for more than one type of appeal. For this window, please select **Student Enrollment Graduation Exit Code Conflict Audit Appeal**. Please note that only one appeal is necessary to resolve both types of conflicts.
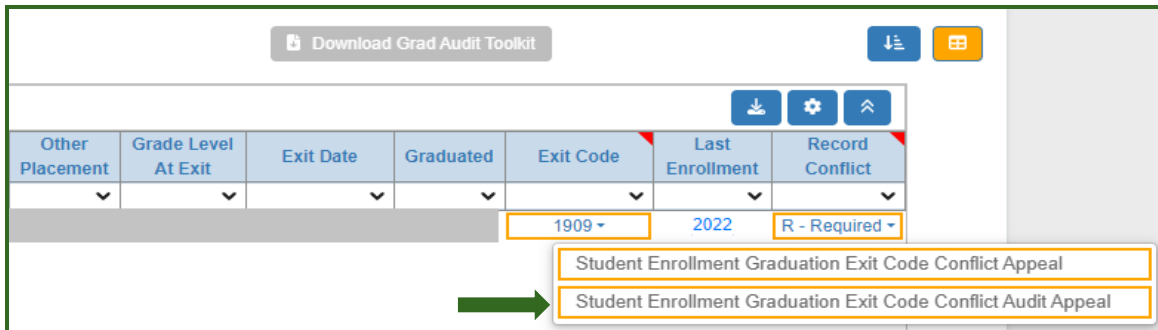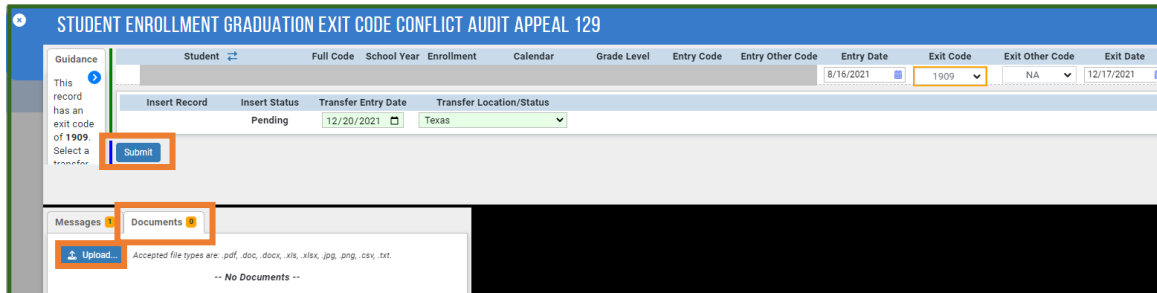

5. Use the Request Screen to update the Transfer Entry Date as needed. Type your request in the message box and press Send. Then, upload supporting documentation.
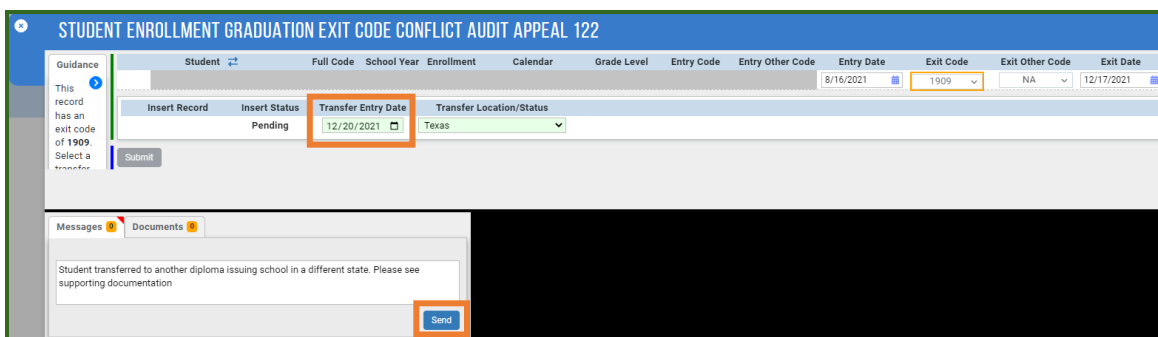
6. To upload supporting documentation, click the Documents tab of the dialogue box and click the Upload button to select proper documentation from your computer.

7. After documentation is uploaded and your message has been sent, you must click Submit to complete the DVR submission process. The Submit button will turn blue when all criteria needed to properly submit the DVR have been met.

8. If you do not have documentation:

   ❑ Update the exit code to 1927, 1928, 3505, or 1931, whichever is most appropriate for the current context.

   ❑ Provide text in the Message box for the given situation. For example, "Supporting documentation could not be found."

   ❑ Reminder, students who do not have sufficient documentation will remain in the school's adjusted cohort graduation rate as a non-graduate.

Contact the Office of Accountability at accountability@sde.ok.gov or (405) 522-5169 with additional questions.