

STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

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STATE SUPERINTENDENT OF EDUCATION



Cohort Progression Maintenance Manual

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Version History

January 2025:

- Combined this document with the formerly entitled “July_19_Cohort_Maintenance_Worksheet_in_PowerSchool” and changed file name to “Four-Year Adjusted Cohort Graduation Rate – Cohort File Reference Manual”

PowerSchool Coding for Cohort Inclusion/Exclusion

As of spring 2024, PowerSchool data entry determines whether a student is included in or excluded from a particular accountability cohort (definition of “cohort” found later in this document).

- Students are coded for cohort inclusion through using the YES value in the field labeled “Student Should Remain in Cohort?” on the *Cohort Maintenance Worksheet* page in PowerSchool.
- Selecting the NO value for that field indicates a student should be excluded from a cohort (values of YES or BLANK in that field indicate cohort inclusion).
- A student’s cohort is determined by the value in PowerSchool for the field labeled “Ninth Grade Code” on the *South Carolina Student Information* page.
- The values for these fields as published on the final day of each year’s data collection (i.e., 180th Day Data Collection) will determine students’ cohort status.

Rather than waiting until the end of the year, utilize the Cohort Maintenance Worksheet in PowerSchool throughout the school year to identify students who should be excluded from a cohort.

- The reasons a student may be excluded from a cohort are specified later in this document.
- To remove a student from a cohort, keep documentation for at least four years for Title 1 monitoring per US Department of Education guidelines.
- Digitized documents are acceptable and their availability may be maintained in PowerSchool.

Questions about the appropriate documentation of students for inclusion a cohort may be submitted to GradRate@ed.sc.gov.

Questions about the PowerSchool process for identifying students to be included in a cohort may be submitted to powerschool@ed.sc.gov.

IDENTIFYING STUDENTS INCLUDED IN AN ON-TIME (4-YEAR) GRADUATION COHORT

In general, a student receives a **Ninth Grade Code (9GR)** on the 45th day of their 9th grade school year.

Assigning a 9GR for students enrolled on a school's 45th day:

- A 9GR is assigned to first-time 9th grade students on the 45th day of their first entry into 9th grade
- In PowerSchool, on the South Carolina Student Information page (separate from the Cohort Maintenance Worksheet page), locate the “Ninth Grade Code” field

- Ensure a value corresponding to the two digits representing the spring of the school year in which the student was first enrolled in 9th grade is selected (e.g., a value of '25' for school year 2024-2025)

Assigning a 9GR for students transferring-in after a school's 45th day:

- Transfers from SC Public School:
 - if student was in 9th grade prior to the transfer, assign the 9GR that was provided by the sending school
 - if the student was in 8th grade prior to the transfer or had no 9GR, use the subsequent year's 9GR value
- Transfers from Private Schools, Homeschools, or Non-South Carolina schools:
 - Determine the student's original entry into 9th grade after reviewing the transcript and assign the corresponding 9GR value
- Transfers from schools outside the United States:
 - Determine the first year the student entered a US high school and apply the most permissive 9GR value per guidelines available here:
<https://ed.sc.gov/newsroom/school-district-memoranda-archive/student-enrollment-age-appropriate-placement-ninth-grade-cohort-and-international-transcript-guidance/student-enrollment-age-appropriate-placement-ninth-grade-cohort-and-international-transcript-guidance-memo/>

The on-time graduation cohort for a given year consists of students who received their 9GR three school years earlier (for example, for school year 2023-2024, the on-time 9GR cohort would be 21, representing the students first enrolled in 9th grade on the 45th day of the 2020-2021 school year).

- PowerSchool values in the “Diploma Earned” and “Graduation Date” fields are used to identify graduates

The graduation cohort is adjusted by subtracting students who are coded with a value of NO in the field labeled “Student Should Remain in Cohort?” on the *Cohort Maintenance Worksheet* page in PowerSchool (values of YES or BLANK in that field indicate cohort inclusion).

Note on students receiving special education services: high school students receiving special education services and whose educational program is housed outside of a high school will be included only in the district four-year cohort graduation rate calculation.

Note on adult education students:

- Students who enroll in Adult Education programs, regardless of the location of the program, remain in the cohort at their previous school (i.e., remain in their original school's cohort).
- If the student earns a high school diploma (not a GED or “high school equivalency diploma”) from the Adult Education program by the expected on-time graduation date of their original school's cohort, the student is counted positively in their previous school's graduation rate.

- The 5th year cohort metric includes students who earn either a high school diploma, Employability Credential, or GED (or “high school equivalency diploma”) from Adult Education programs with their original school’s cohort.
- The Office of Adult Education will provide quarterly files of students receiving their high school diploma through an Adult Education program. These quarterly files are shared to the Accountability Coordinator folder in the Advanced Data Transfer (ADT) portal. Contact Erica Gray at elgray@ed.sc.gov for questions/concerns.

Note home school students: All student withdrawals to homeschooling must follow the documentation requirement linked [here](#). Contact homeschooling@ed.sc.gov for further needs.

GRADUATION RATE DEFINITION

The four-year adjusted cohort graduation rate (or 'four-year graduation rate') is calculated by dividing the number of students who graduate in four years with a regular high school diploma by the number of students in the adjusted graduation cohort (the adjustment excludes students marked as NO in the “Student Should Remain in Cohort?” field on the Cohort Maintenance Worksheet page in PowerSchool).

FOUR-YEAR ADJUSTED COHORT GRADUATION RATE FORMULA

NUMERATOR: The number of 9GR cohort members who receive a regular high school diploma by the end of their expected graduation year (4 years after starting 9th grade).

DENOMINATOR: Number of students in above 9GR cohort, excluding those marked as NO in the “Student Should Remain in Cohort?” field on the Cohort Maintenance Worksheet in PowerSchool.

For example, in 2024, the Numerator would include students with a 9GR of 21 who earned a regular high school diploma by the end of the regular 23-24 school year. The Denominator would consist of students with a 9GR of 21 that do not have a value of NO in the “Student Should Remain in Cohort?” field on the Cohort Maintenance Worksheet in PowerSchool.

FILES PROVIDED BY SCDE

A HISTORY file, COHORT ON TRACK files, and a BASE file are posted to the Accountability Coordinator folder in the ADT (these files may be distributed to the SAS Portal instead beginning late in the 2024-2025 school year).

These files identify students for whom schools and districts will be held responsible in each of the graduating (HISTORY and BASE files) and non-graduating (COHORT ON TRACK files) cohorts for a specific school year.

Who is included in the HISTORY file?

The HISTORY file contains records for students who:

- were enrolled in a district at any point after the 45th day of the cohort's starting year
- Students in special education programs (Instructional Setting = SE, SP, or SR) with:
 - TrueGrade = 9, 10, 11, 12
 - Enrollment in programs outside of a high school
 - An assigned 9GR, without a Grade or TrueGrade

Notes:

- If a student was enrolled in one school for four consecutive years with no transfers, that student will appear in the HISTORY file four times
- students who transfer in and out of the same school over the four years may appear in the file more than four times
- Students who left a school and have no record of enrolling in another South Carolina public school will appear on that school's HISTORY file as the last school where enrolled. Some of these students may be students in a correctional facility awaiting trial.
- The "recordcount20xx" ("xx" representing the current year) column, the number denotes the stage at which that record was last current.
 - For example, if a student was enrolled in school for four years, this column will have a value of 4 for the student's first year of enrollment at that school, a value of 3 for the student's second year of enrollment, a value of 2 for the third year of enrollment, and the most current year's record will be indicated by a value of 1.
 - Only records with the 1 value in this column will be included in the COHORT file.

Who is included in the COHORT file?

The COHORT file contains the most recent enrollment records for students identified as a member of a cohort based on their 9GR field value.

Who is included in the BASE file?

This file is the cohort file for the year's four-year on-time graduating class.

While the HISTORY file includes all enrollment records for a student since the start of their 9th grade year, the BASE file has only one record – their most recent enrollment.

Also included in the BASE file are:

- students with a TrueGrade of 9, 10, 11, or 12, with or without an Instructional Setting of SE, SP, or SR.
- students who dropped out after the Day 45 of their 9th grade year
- students who transferred to non-diploma programs
- students with multiple identification numbers, missing identification numbers
- Note: students who are actively enrolled in two or more schools simultaneously may appear in the file multiple times
- Note: Per the US Department of Education, “A student who leaves high school to enter a prison or juvenile facility may be considered a transfer only after an adjudication of delinquency.”
 - State law requires that juveniles in local detention centers awaiting trial must receive an educational program. Municipalities can work with local school districts to provide these programs. For record-keeping, juveniles getting education from a school district should be entered into the PowerSchool system using Special Program codes LAD (Local Adult Detention) or LJD (Local Juvenile Detention).

Appendix A: Cohort Maintenance Worksheet

PowerSchool breadcrumbs:

Start Page > Student Selection > Compliance > Cohort Maintenance Worksheet

NOTE: The only required data entry field on the *Cohort Maintenance Worksheet* page is “Student Should Remain in Cohort?”. Other fields on the page may be used as needed but are not required nor collected by SCDE for Accountability reports. (The fields in the maintenance worksheet are useful in ensuring that the appropriate documentation is available for audit review.)

NOTE on Assigning a 9GR: In PowerSchool, on the *South Carolina Student Information* page (separate from the *Cohort Maintenance Worksheet* page), locate the Ninth Grade Code field. Ensure a value corresponding to the year in which the student was first enrolled in 9th grade is selected. Note: 9GR is assigned to first-time 9th grade students on the 45th day of their first entry into 9th grade. International students enrolling in a US school for the first time after the 45th day of the school year will be assigned a 9GR the following school year per guidelines available here: <https://ed.sc.gov/newsroom/school-district-memoranda-archive/student-enrollment-age-appropriate-placement-ninth-grade-cohort-and-international-transcript-guidance/student-enrollment-age-appropriate-placement-ninth-grade-cohort-and-international-transcript-guidance-memo/>

NOTE on Ensuring Students are Included in Cohorts: Once a student has been assigned a 9GR, their cohort status must be determined. To do this, on the *Cohort Maintenance Worksheet* in PowerSchool, enter Yes or No into the “Student Should Remain in Cohort?” field.

Clarification of Terms/Fields on the Cohort Maintenance Worksheet

Cohort Maintenance – Section A: Transfers In and Enrollment Documentation				
Display Name	Table	Field	Description	Accepted Value(s)
Enter Date	S_SC_STU_GRAD_WRKSHEET_X	DATE_OF_ENROLL_REQUEST	Date of enroll request	Date
Your RFR on File?	S_SC_STU_GRAD_WRKSHEET_X	RFR_ON_FILE	Is your request for records on file for documentation purposes?	Y-Yes N-No
Date of RFR	S_SC_STU_GRAD_WRKSHEET_X	DATE_OF_RFR	Date of request for RFR (i.e., request for records) sent to sending school	Date
Transcript on File?	S_SC_STU_GRAD_WRKSHEET_X	TRANSCRIPT_ON_FILE	Is a transcript on file that confirms the 9GR year	Y-Yes N-No
Initials of Person Putting this Student's Record into Student Information System	S_SC_STU_GRAD_WRKSHEET_X	DATA_ENTRY_INITIALS	Person's initials entering the student record.	Varchar (10 characters)
Comments	S_SC_STU_GRAD_WRKSHEET_X	TRANSFER_IN_COMMENTS		Varchar (4000 Characters)

Cohort Maintenance - Section B: Transfers Out and Withdrawal Documentation (W/D)				
Display Name	Table	Field	Description	Accepted Value(s)
RFR Received	S_SC_STU_GRAD_WRKSHEET_X	RFR_RECEIVED	Have request for records	Y-Yes N-No

			been received from another school?	
RFR Date	S_SC_STU_GRAD_WRKSHEET_X	DATE_RFR_RECEIVED	Date that a request for records was received	Date
RFR States	S_SC_STU_GRAD_WRKSHEET_X	RFR_SHOWS_DIPLOMA_TYPE	Does the request for records show it was from a diploma program type?	Y-Yes N-No
RFR On File	S_SC_STU_GRAD_WRKSHEET_X	TRANSFER_RFR_ON_FILE	Is a request for records on file?	Y-Yes N-No
RFR School	S_SC_STU_GRAD_WRKSHEET_X	RFR_SCHOOL	Name of school where transferred.	Varchar (100 Characters)
RFR Received	S_SC_STU_GRAD_WRKSHEET_X	RFR_RECEIVED	Have request for records been received from another school?	Y-Yes N-No

Cohort Maintenance - Section B: Transfers Out and Withdrawal Documentation (W/D)				
Display Name	Table	Field	Description	Accepted Value(s)
School Type	S_SC_STU_GRAD_WRKSHEET_X	RFR_SCHOOL_TYPE	Whether transferred to public, private or home school	P – Public R – Private H – Home
In or Out of State School	S_SC_STU_GRAD_WRKSHEET_X	RFR_SCHOOL_LOCATION	Is it an in-state or out of state school?	I – In O – Out
Does School Offer Both Diploma & Non-Diploma Program Types	S_SC_STU_GRAD_WRKSHEET_X	RFR_SCHL_OFFER_BOTH_PROGTYPES	Does the school offer both diploma and non-diploma program types?	Y-Yes N-No
Letter on File Confirming	S_SC_STU_GRAD_WRKSHEET_X	RETAIN_LETTER_ON_FILE	Is there a letter on file confirming the	Y-Yes N-No

Student Retained?			student being retained?	
Program Type Indicated on RFR	S_SC_STU_GRAD_WRKSHEET_X	PROGRAM_TYPE_ON_RFR	Is the program type listed on the request for records? If not, may need to contact the school to find out the student's path of transfer, i.e. GED, diploma, etc.	D- Diploma N- Non-Diploma/GED O- None
Comments	S_SC_STU_GRAD_WRKSHEET_X	TRANSFER_OUT_COMMENTS		Varchar (4000 Characters)
	S_SC_STU_GRAD_WRKSHEET_X	TRANSFER_OUT_TYPE		Number Values Only: 1-10 1=Transferred to Diploma Program 2=Transferred to Non-Diploma Program 3=No-Show Dropout 4=No-Show Retained in Grade 8 5=No-Show Transferred to Another School 6=No-Show Roll-up/Transferred to in Grade 8 7=Student Incarcerated (DJJ or DOC) 8=Early Graduate

				9=Foreign Exchange Student 10=Transferred To Home School
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Cohort Maintenance - Section C: Transfers Out and Emigration Documentation				
Display Name	Table	Field	Description	Accepted Value(s)
Source	S_SC_STU_GRAD_WKSHEET_X	EMIGRATION_INFO_SOURCE	Source of information; Parent or other	P – Parent O - Other
Country	S_SC_STU_GRAD_WKSHEET_X	COUNTRY	List of countries for emigration status	Varchar(5 characters): Country same values as codeset from the birth country field. See additional note below.
Letter on File?	S_SC_STU_GRAD_WKSHEET_X	PARENT_CONTACT_LETTER_ON_FILE	Is a letter on file documenting emigration status?	Y-Yes N-No
Date of Contact	S_SC_STU_GRAD_WKSHEET_X	PARENT_CONTACT_DATE	Date of contact or notification	Date

Cohort Maintenance - Section D: Deceased Student Documentation				
Display Name	Table	Field	Description	Accepted Value(s)
Letter on School Letterhead on File?	S_SC_STU_GRAD_WKSHEET_X	DECEASED_LETTER_ON_FILE	Documentation on file?	Y – Yes N – No
Date	S_SC_STU_GRAD_WKSHEET_X	DATE_OF_DEATH	Student's deceased date.	Date
Comments	S_SC_STU_GRAD_WKSHEET_X	DECEASED_STUDENT_COMMENTS		Varchar (4000 Characters)

Cohort Maintenance - Section E: Graduation Rate Status (School Determination)				
Display Name	Table	Field	Description	Accepted Value(s)
We suggest this student should be in this school's NUMERATOR	S_SC_STU_GRAD_WKSHEET_X	STUDENT_IN_NUMERATOR	Should the student be included in the graduation cohort numerator?	Y-Yes N-No

Cohort Maintenance - Section E: Graduation Rate Status (School Determination)				
Display Name	Table	Field	Description	Accepted Value(s)
We suggest this student should be in this school's DENOMINATOR	S_SC_STU_GRAD_WRKSHEET_X	STUDENT_IN_DENOMINATOR	Should the student be included in the graduation cohort denominator?	Y-Yes N-No
This Student's On-Time Graduation Year (Spring):	S_SC_STU_GRAD_WRKSHEET_X	ONTIME_YEAR	Spring of the student's on-time graduation year.	Enter the 4 digit year of the students Spring Graduation. Example, for school year 23-24, enter 2024.
Comments	S_SC_STU_GRAD_WRKSHEET_X	GRAD_RATE_STATUS_COMMENTS		Varchar (4000 Characters)

PowerSchool Pages for Subgroup Identification

STATUS	FLAG	HOW DESIGNATION IS CALCULATED
ESL Code	Yes -No	English Proficiency field in PowerSchool does not begin with 8, 9, 10, or 11.
Homeless	Yes-No	<i>South Carolina Student Information:</i> Primary Nighttime Residence = B-Substandard Housing, S-Shelters/Transitional Housing, D-Doubled-up U-Unsheltered, or H-Hotels/Motels <u>and</u> <i>South Carolina Student Information:</i> Unaccompanied Youth = Y
Foster	Yes-No	<i>South Carolina Student Information:</i> Foster Home = Yes
Migrant Indicator	Yes - No	<i>South Carolina Student Information:</i> Migrant = 1
PIP		The PIP Status field in PowerSchool (<i>students.PIP_Status</i>)= 'Y'
Group Home Indicator	Yes - No	<i>Special Programs:</i> GHO-3FD FT at Facility-District Provides Ed Svc Student is served in a group home or other group care facility and is receiving all educational services at the facility with public school district providing educational services. Only students with program code GHO-3FD in their last DAY of enrollment at the school will be flagged and they will be included only in the district level calculation of graduation rate. All other GHO Special Program code students will remain in school graduation rate calculation. <i>Special Programs:</i> Exit Date = end of school year unless student leaves the group home before the end of school year.

How to Import to the Cohort Maintenance Page

To import to the page/table, you should include the student number or other student unique identifier in the import file. A simple import file with the following table structure would import for the denominator field (“Student Should Remain in Cohort?”).

STUDENTS.STUDENT_NUMBER	S_SC_STU_GRAD_WRKSHEET_X.DENOMINATOR

Appendix B: Documentation Required for Exclusion from a Cohort

Background

A student's accountability cohort plays a key role in several metrics of the state and federal report card.

The United States Department of Education (USED) issued guidance on the maintenance of the four-year graduation cohort, including documentation requirements for exclusions from a cohort, in January 2017: <https://www2.ed.gov/policy/elsec/leg/essa/essagraderateguidance.pdf>. SCDE uses that guidance as the foundation for maintaining cohorts related to Graduation Rate, College and Career Readiness, On-Track to Graduation, and Five-Year Student Success metrics.

Associated Procedure(s)

For purposes of tracking students' cohort status, the "Student Should Remain in Cohort?" field on the *Cohort Maintenance Worksheet* page in PowerSchool is used.

This field must be populated for all students with a ninth-grade code (9GR).

Students who remain in the cohort should have "Y – Yes" displayed for the field (stored value is Y), and those students with reason to be removed from the cohort should have "N – No" displayed for the field (stored value is N).

Associated Documentation/Resources

The US Department of Education (USED)'s guidance on maintenance of the four-year graduation cohort from January 2017 is located here:

<https://www2.ed.gov/policy/elsec/leg/essa/essagraderateguidance.pdf>

PowerSchool Coding Procedures

According to Federal Regulations, there are only three acceptable reasons that a student may be removed from his or her graduation cohort in your school: death, emigration to another country, or transfer to a diploma granting entity. The following tables depict the reasons for excluding students from the cohort. Written documentation must be maintained for verification/audit purposes.

Scenario 1: Student Death

Code Description	Documentation Needed
Student Death	<ul style="list-style-type: none">• Signed letter from school principal stating that student has died, including date of death OR <ul style="list-style-type: none">• Death Certificate OR <ul style="list-style-type: none">• Obituary notice in a newspaper/on a funeral home site

Scenario 2: Student Emigration

Code Description	Documentation Needed
Student Émigré (include here students from active or reserve military families transferring without a records request)	<p>When a student transfers out of the United States before the end of the school year, a letter from a school administrator, a guidance counselor, MLP/ML staff person, social worker, etc. with knowledge of the family's situation can be used to confirm the transfer; this can be documentation of a conversation with the family regarding the move.</p> <p>Note: This letter must be signed by the school official and dated.</p>

Scenario 3: Student Transfer

Code Description	Documentation Needed
<p>Student has been found guilty of a crime and transferred to diploma program at a correctional institution -Department of Juvenile Justice (DJJ) or Department of Corrections (DOC).</p> <p>The student must be serving their sentence at the facility, not awaiting adjudication.</p>	<ul style="list-style-type: none"> Official transcript/records request from DJJ or DOC which includes verification of enrollment in diploma granting program and date of enrollment. Date on records request may be used as enrollment date. <p>OR</p> <ul style="list-style-type: none"> Letter/email from correctional facility administrator confirming that student enrolled in a diploma granting program in the correctional facility and the date enrolled.
<p>Student is awaiting trial and a public school or district is providing educational services to that student awaiting trial.</p> <p>The student is enrolled at the high school only for record keeping purposes.</p>	<ul style="list-style-type: none"> Student coded LAD or LJD on Special Programs table in PowerSchool.
<p>Student entering home schooling.</p>	<p>Previously a parent note was sufficient documentation, however documentation requirements for students withdrawing to homeschools AFTER December 13, 2022 include:</p> <p>South Carolina’s public school districts have specific responsibilities in ensuring that home school opportunities for their students meet state requirements. Guidelines for the type of home school setting are set forth in State law. Options listed below include the relevant State law.</p> <p>The following documentation must be available for audit review.</p> <ul style="list-style-type: none"> A copy of the board of trustee’s approval document if the home school instruction is approved by the district board of trustees of the district in which the child resides.

	<p>OR</p> <ul style="list-style-type: none"> Document from South Carolina Association of Independent Home Schools that the student was in membership. <p>OR</p> <ul style="list-style-type: none"> Approval from the SC Department of Social Services or other agency having custody of a foster child that the child was being home schooled by their foster parent. <p>OR</p> <ul style="list-style-type: none"> Document from an association for home schools which has no fewer than fifty members and meets the requirements that the student was in membership. <ul style="list-style-type: none"> NOTE: The same documentation is required from emancipated juveniles and students older than 16 entering home schooling.
<p>Foreign Exchange Student</p> <p>Student enrolled as an international exchange student at your school.</p> <p>(Students <u>from</u> your school who are participating in an international exchange program would be considered transfers to another school.)</p>	<ul style="list-style-type: none"> J1 visa copy or copy of international exchange program forms showing year of participation <p>OR</p> <ul style="list-style-type: none"> Letter from host family stating they hosted the exchange student and the dates of participation <p>OR</p> <ul style="list-style-type: none"> A copy of the exchange program paperwork showing the year the student was enrolled in the host school <p>OR</p> <ul style="list-style-type: none"> A letter on the school's letterhead and signed by the principal certifying that the student was an international exchange student and dates of participation.
<p>Student transferred to a public school within South Carolina before the end of the school year.</p>	<ul style="list-style-type: none"> Official transcript/records request from receiving institution with the date of enrollment <p>OR</p> <ul style="list-style-type: none"> Request for records on school letterhead with the date of enrollment

<p>Student transferred to a public high school diploma-granting institution outside the SC public school system. <i>OR</i> Student enrolled in the high school diploma program of a non-public (private) institution.</p> <p>Before end of school year.</p>	<ul style="list-style-type: none"> • Official transcript/records request from receiving institution with the date of enrollment and confirming student is enrolling in a diploma granting program. Request date may be used as the date of enrollment only if not on request for records. <p>OR</p> <ul style="list-style-type: none"> • Letter from an official at the receiving school on school letterhead verifying/acknowledging student's enrollment in the high school diploma program at the school and entrance date. <p>Note: Please make every effort to determine that transfer school is a legitimate school, and that the student entered a high school diploma program.</p>
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Appendix C: Identifying a Legitimate School

As defined by the US Department of Education (USED) in the 2010 edition of the *Digest of Educational Statistics*, a school is “a division of the school system consisting of students in one or more grades or other identifiable groups and organized to give instruction of a defined type. One school may share a building with another school or one school may be housed in several buildings.”

The key point in this definition is “to give instruction of a defined type.” There must be instruction. It can be online or in a classroom, but merely administering a test and awarding credit based on that test score is not giving instruction. Also, a school awarding a diploma solely on the basis of “life experience” or a test score would not fit the USED definition.

When a school appears to be a “real” school, but you are still unsure, another way to determine if a school is legitimate is if the school is a member of an accrediting body.

The U.S. Secretary of Education (Secretary) is required by statute to publish a list of nationally recognized accrediting agencies that the Secretary determines to be reliable authorities as to the quality of education or training provided by the institutions of higher education and the higher education programs they accredit.

Search for schools and accreditation agencies here:

<http://ope.ed.gov/accreditation/Search.aspx?6d6f64653d31267264743d372f372f323031332031303a30373a313420504d>

Although this federal list is for postsecondary accreditation agencies, most agencies (such as Southern Association of Colleges and Schools/Cognia which accredits public schools in South Carolina) also accredit high schools and we think that use of this list to ascertain the validity of a high school will meet Federal standards.

When reviewing school information to determine its legitimacy, care must be taken to closely examine the name of any listed accreditation agency. Unscrupulous “schools” may list the name of an accreditation agency with the same acronym as a legitimate association, but the actual agency name differs from the “real” accreditation agency.

The National Association of Independent Schools (NAIS) provides information on private school accreditation and links to recognized state accrediting agencies and accredited schools.

PRIVATE SCHOOLS IN SOUTH CAROLINA

A *Directory Export* of private schools is available on the SCDE website here:

<https://ed.sc.gov/districts-schools/schools/school-directory/> (Search under the Directory Exports tab)

Appendix D: Juveniles Held in County, Municipal, and Regionally-Operated Detention Facilities

(5)...County, municipal, and regionally operated facilities shall provide these services to all preadjudicatory juveniles under the jurisdiction of the family court and all pretrial juveniles awaiting general sessions court who are detained locally for more than forty-eight hours, excluding weekends and state holidays, by contracting with the Department of Juvenile Justice or by arranging the services through the local school district in which the facility is located. It shall be the responsibility of the school district where a local detention center which has been approved to detain juveniles is located to provide adequate teaching staff and to ensure compliance with the educational requirements of this State. Students housed in approved local detention centers are to be included in the average daily membership count of students for that district and reimbursement by the Department of Education shall be made accordingly. Services which are arranged locally must be approved by the Department of Juvenile Justice as meeting all criteria developed under the authority of Section 63-19-380. Special needs students who are detained locally shall have all services required by federal and state laws and regulations;

Municipalities can arrange with local school districts to educate students in detention centers awaiting trial. These students count towards that district's membership for funding and appear in PowerSchool, receiving all educational services through the district at the facility. The codes LJD and LAD identify these students.

Students awaiting trial are included in the four-year cohort graduation rate file of their last attended school.

Students Housed in the Department of Juvenile Justice (SC DJJ)

The Federal guideline that a student awaiting trial remains in the cohort file at the last school attended has been difficult for schools to meet due to juvenile privacy laws limiting the information that can be released about juveniles.

In lieu of attempting to obtain that information, you may use the DJJ facility in which the student resides to identify students awaiting trial. If you receive a "Request for Records" from the DJJ regional evaluation and detention centers (Coastal Evaluation Center-Ridgeville, Midlands Evaluation Center-Columbia, Upstate Evaluation Center-Union), or the Broad River Road Complex (BRRC)-Columbia you may remove that student as a transfer out of the cohort if they enter the diploma program.

With a "Request for Records" from any other DJJ school/facility, a student can be considered as awaiting trial. For students receiving a regular high school diploma while awaiting trial, code the diploma earned and the date diploma awarded data elements in PowerSchool.

Student transcripts may be requested by contacting transcripts@djv.sc.gov.