PATERSON PUBLIC SCHOOLS

Paterson – A Promising Tomorrow
Together We Can

Subject: Graduation Cohort Process	**Effective Date:** January 28, 2022	**Page(s): 1 of 2**
Department: MIS	**Approved:** Eileen F. Shafer, M.Ed. Superintendent of Schools	**Superintendent's Signature:**

I. Purpose:

To establish a procedure and timeline for the collecting data for the graduation cohort.

II. Authority:

Superintendent of Schools

III. Terms and Conditions:

MIS will export data from NJ SMART and input into Infinite Campus to identify the cohort. Beginning in November and continuing every month thereafter, a list of **all** seniors **and** unverified students in all grades will be provided to Principals, Assistant Superintendents and Special Education (for Out of District and Juvenile Justice Commission). Students who were on last month's list and are unverified-and/or pending final action on-the-list will be highlighted and noted. Cohort lists for all students in Grades, 9, 10 and 11 will be included in the file for verification three times per year: November, February and May. The list will be sent on the 15th of each month and is due back to MIS by the 5th of the following month. Principals will use a team at their school, which consists of Guidance Counselors, Registrars, etc., to gather information to verify students. Please ensure that all students who may be audits for the year and are pending grade placement are included on the list. Principals will send the information, along with supporting documentation, back to MIS and copy the Assistant Superintendents along with their administrative assistant. MIS will update NJ SMART once received in order to capture up to date information. Please note that it may take time for NJ SMART to update unverified students; therefore, the student may still be on the following month's list with a Pending status.

IV. End of Year Reporting Procedures:

May 24 – June 9

A. Principals will receive a list of all students in the senior cohort.
B. Principals should identify the students according to the following:
    1. students who are members of the cohort and may be graduating in June, and
    2. students who are members of the cohort and are potential summer school graduates, and
    3. students who are members of the cohort and will not be graduating, and
    4. add to the list ~~of~~ students who may be eligible to graduate who are not on the cohort list
C. Principals should ensure that students who transfer during the school year and up until the last of school are properly exited in Infinite Campus. End-of-year transfers are treated separately and at a later date. **DUE DATE – June 9th**

July 1 – July 15

Review of updated Graduation Cohort List. It will include Active & Inactive students who are non-graduates but are included in the Cohort. The purpose is to review the list of students in the Cohort who have not yet been identified as graduates, and to notify MIS of any graduates who remain on the list.

August 3

MIS will provide information to NJ SMART that will yield an accurate, updated COHORT numerator – i.e., the total number of students who:

- Already graduated as of June
- Non-graduates, some of whom have the potential of graduating as a result of summer school
  - After the upload by MIS to NJ SMART, MIS will provide principals with the list.

August 15

Within 10 DAYS of END of SUMMER SCHOOL (on or about August 22nd), MIS will provide a list that includes ONLY NON-GRADS that are part of the current graduating cohort to principals so they may identify, verify, confirm, and report graduation Cohort students who graduate via summer school. MIS will then submit updated graduation information to NJ SMART.

August 25

Principals must submit a complete list of confirmed NON-GRADS to MIS prior to final submission to NJ SMART

August 31

Deadline for submitting all graduates to NJ SMART.

V. Dissemination:

Assistant Superintendents, Principals, Guidance Director and Supervisors, MIS, Registrars