

Dropout Graduation Summary Report (DGSR) User Manual



Kansas leads the world in the success of each student.

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Part I: Introduction

The Dropout Graduation Summary Report (DGSR) provides all schools and districts an opportunity to review and certify their dropout and graduation data are correct before submitting the report to the Kansas State Department of Education (KSDE).

The DGSR is an online application that is accessible through the KSDE Authentication page. This report focuses on two key pieces of data:

- Dropouts and Unresolved Exits
- Graduates (four-year and five-year cohorts)

The DGSR is open from October 1 to October 31. Any school that does not review its data and submit the report by October 31 will by default have its data considered as accurate. Failure to submit correct data will result in inaccurate reporting that can no longer be fixed.

We hope that you will find the DGSR useful in certifying the accuracy of the dropouts and graduates for the recently completed school year.

Part II: Related Documents

[Dropout Graduation Summary Report \(DGSR\)](#)

- Kansas Graduation and Dropout Information Handbook
- KIDS EXIT Codes (D27) Applied to Graduation Rate Formula

Part III: Important Terms

KIDS Collection System: The Kansas Individual Data on Students (KIDS) Collection System is a sophisticated software system used to manage educational data collected to meet state and federal reporting requirements. Data uploaded from your student information system to KIDS is used to populate the DGSR.

EOYA Collection: End of Year Accountability records are used to construct a complete list of students who have ever entered or left a graduating class or cohort, as defined by their ninth-grade status. These cohorts, together with all transfers in and transfers out, will be used to calculate the federally required adjusted cohort graduation rates for all students and student subgroups. For more information on KIDS Data Submission Detail EOYA, go to: <https://kidsweb.ksde.gov/Documents>.

EXIT Collection: EXIT records provide information for graduation and dropout counts and for rates calculated and used in Accountability determinations. EXIT records are used to pre-populate the DGSR. Exit information (D26 and D27) can only be included on EXIT record types. For more information on KIDS Data Submission Detail EXIT, go to:

<https://kidsweb.ksde.gov/Documents>.

- **D26: EXIT/Withdrawal Date:** Schools are required to report an EXIT/Withdrawal date of the student's last day enrolled at the school or the date the student graduated. EXIT/Withdrawal dates are to be indicators of when a student's affiliation with a school ended (last day of attendance), not an indication of the date a school submitted the EXIT record to KIDS.
- **D27: EXIT/Withdrawal Type:** Only students with a value in D10: Current Grade Level of code 08 (eighth grade) or above may have an EXIT record with a D27: Exit/Withdrawal Type of 8=graduated with regular diploma or 22 = student with disabilities who met the district graduation requirements for a regular diploma but is remaining in school to receive transitional services deemed necessary by the IEP team.

Part IV: User Levels

School-level access is for principals, or their designees, who are reviewing and/or submitting the DGSR for their building. District-level access is for superintendents, or their designees, who are reviewing and/or submitting the DGSR for their district. District-level users are also responsible for reviewing and submitting the DGSR for closed schools and the central office.

User Level	Defined Roles/Responsibilities
School	• Has read capability in the DGSR for the building for which he/she is responsible. • Has submit capability in the DGSR for the building for which he/she is responsible.
District	• Has read capability in the DGSR for the district (and all of the buildings) for which he/she is responsible. • Has submit capability in the DGSR for the district (and all of the buildings) for which he/she is responsible.

Closed schools may show up on the DGSR if they have dropout or graduate data. The superintendent, or his/her designee, can access that building's Dropout Graduation Summary report by clicking on the building name from the report sign-off screen. After the Superintendent reviews the building information, he or she can approve the building report by clicking on the <Submit to Superintendent> button, then clicking <Return to Building List> to return to the district level report.

Buildings with grades K-6 will also want to review their unresolved exit data on the Unresolved Exit and Dropout page. Although this data is not part of the district's dropout or graduation calculations, it is important that correct EXIT records be submitted for all students.

Part V: Registering for Access to the Dropout/Graduation Summary Report

Individuals who do not have access to KSDE web applications need to register. Use the following web address: <https://apps.ksde.gov/authentication/login.aspx>. At this website, click on the Register button, as shown below:

You may want to skip this section if you have used the DGSR before, or if you have already registered for access to the DGSR.



User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

[Forgot password?](#)

Need Assistance?

General Help	KN-CLAIM Support	KCCMS or Pathways Support
helpdesk@ksde.gov (785) 296-7935	cnwapplications@ksde.gov (785) 296-2276	pathwayshelpdesk@ksde.gov (785) 296-4908
KESA Support	KEEP Support	
myron.melton@ksde.gov - Myron Melton (785) 296-8110 - Myron Melton	ann.yates@ksde.gov - Ann Yates (785) 296-5140 - Ann Yates	

New User Registration

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

Register

If you need assistance in registering for a new account please visit this link. [New User Registration Help](#)

On the Registration page, enter the required information. Be aware that the buildings and districts that you have access to depend on what is displayed in the “Building” field on the web applications registration page. For example, if you will be submitting and viewing data at the district-level, select the “All Buildings” option under the “Building” field. If you will be submitting and viewing data at the building level, select the appropriate building.

Do not use spaces when defining your Username login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the Username ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your contact information:

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:*

Organization: **** Please select an organization ****

Building: **** Please select a building ****

Please enter a Username and password.

Username:*

Password:*

Confirm Password:*

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character.

When you have completed all required information on the registration form, click the “Submit” button at the bottom of the screen.

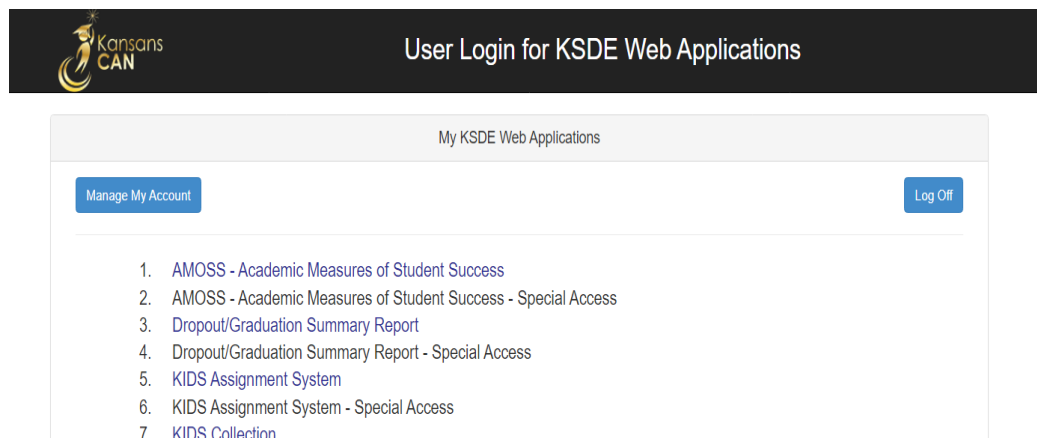
If all data on the registration form is valid, you will get a message that says, “Thank You for Registering”. The registration request will be forwarded to the district superintendent for approval. You will receive an email when your access request is approved, and your username and password are ready for use.

Individuals who already have access to KSDE web applications can use the Manage My Account option to add the DGSR to their list of applications. As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add the DGSR to your list of available KSDE web applications:

- Login on the KSDE Web Applications page
- Click the “Manage My Account” link
- Check the box in front of Dropout/Graduation Summary Report
- Select your access level (school or district)
- Click “Submit”

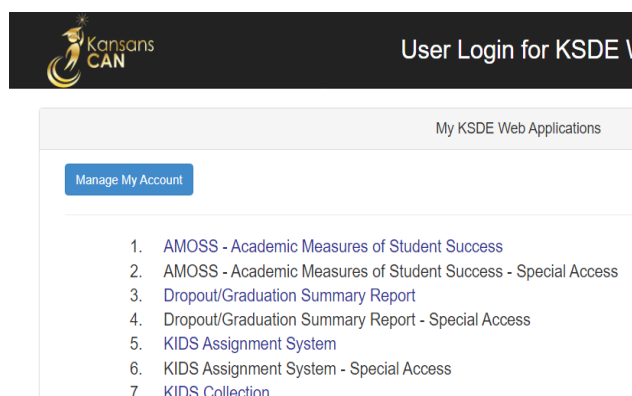
Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access the DGSR.



Part VI: Logging into the Dropout Graduation Summary Report

The DGSR, like the other KSDE web applications, is available on the KSDE Authentication page. To access the DGSR, enter your username and password on the KSDE Web Applications page <https://apps.ksde.gov/authentication/login.aspx>. The user will see the Dropout Graduation Summary.

Report on his/her list of approved KSDE applications (example list shown below), and he/she will need to click on the application to open it.



Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications. Additionally, the number of applications is unique to each individual user.

Part VII: Quick “Tour” of the Dropout Graduation Summary Report

Welcome Page

For most users, this is the first screen that will appear after entering the report. From here you will be able to begin the report, jump to a specific screen, and review some basic information about the report.

KANSAS
DEPARTMENT OF
EDUCATION

(DGSR) Dropout Graduation Summary Report

User: Sharon Bloom District: KSDE Building: 0000 Access Level: State

Welcome

Welcome to the Dropout Graduation Summary Report!

The Dropout Graduation Summary Report is now open. All schools and districts must review and sign off on the data by October 31st.

Prior to beginning the DGSR, please read the User Manual: [Click here to open the DGSR Manual](#)

The following is a break down of what each grade needs to review in the DGSR.

- K-6: Review the unresolved exits table
- 7-8: Review unresolved exits and dropouts page
- 9-12: Review all pages

Questions about the Dropout Graduation Summary Report and Calculations?

Contact the DGSR Helpdesk, 785-296-4924, dgsrhelpdesk@ksde.gov.

Questions about KIDS data elements or uploads?

Contact the KIDS help desk, 785-296-7935, kids@ksde.gov.

Navigation Menu

Below is the navigation menu that lists the nine links on the left side of the screen that can be used to navigate in the application:

- **Unresolved Exits and Dropouts**
- **Historic Unresolved Exits and Dropouts**
- **2022-2025 Four-Year Cohort Information Federal Graduation Rate**
- **2022-2025 Four-Year Cohort Information *State Graduation Rate***
- **2021-2025 Five-Year Cohort Information Federal Graduation Rate**
- **Historic Four-Year Cohort Information**
- **Historic Five-Year Cohort Information**
- **Special Circumstances Remove from Cohort**
- **Report Sign-Off**

Part VIII: Navigating the Dropout Graduation Summary Report

UNRESOLVED EXITS AND DROPOUTS

This section displays grades K-12 unresolved exits and grades 7-12 dropouts during the 2024-2025 school year. The dropout calculation is based on activity from the 2024-2025 school year only. These dropouts are not a direct match with students that are counted for or against graduation.

This data is disaggregated by building/grade, gender, race/ethnicity, socioeconomic status, students with disabilities, English learner (EL), migrant, homeless, virtual, military and foster care.

NOTE: Any unresolved exits in grades 7-12 are counted in the school's and district's dropout calculations.

Dropouts Table 1 – Unresolved Exits and Dropouts

2024-2025 Unresolved Exits and Dropouts (District Level)

Unresolved exits include grades K-12. However, unresolved exits in grades 7-12 will count as dropouts in the district's dropout calculation if they are not resolved.

Unresolved exit simply means that the student does not have an EXIT record in the KIDS system. If you send an EXIT record for the student (with an EXIT/withdrawal date before 10-1) the student will be "resolved".

In the table below:

- **Dropouts**= the total number of dropouts for the district in grades 7-12
- **Unresolved exits**= the total number of unresolved exits for the district in grades K-12
- **District total**= building subtotal + unresolved exits (only grades 7-12)

NOTE: If your district has unresolved exits in grades K-6 then the building subtotal + unresolved exits will NOT equal the district total.

Dropouts:	1
Unresolved Exits:	0
District Total:	1

Unresolved exit data is pre-populated based on students who:

- Are "owned" by the school in KIDS (have the school listed as the accountability school in Assignment)
- Were submitted at some point last year as part of an ENRL or EOYA record (or both)
- Were not submitted on an EXIT record last year
- Have not been submitted to KIDS this year on an ENRL or ASGT record.

If your district total does not match the number of records in the district total drilldown list, you have a student(s) with an unresolved exit from two different schools in your district.

Dropouts Table 2 - Dropouts by Building and Gender (District Level)

NOTE: Dropout data for grades 9-11 could affect future years' graduation rates. Be sure to review the data and make appropriate corrections now. The dropout tables are calculated based on activity from the school year only. These dropouts will not be a direct match with the non-graduates listed in the cohort graduation pages.

Building Name	Total Headcount	Male	Female
0100 - Erie Dist Neosho Co	0	0	0
0111 - Erie Elementary	0	0	0
0112 - Galesburg Middle School	0	0	0
0113 - Erie High School	0	0	0
Total	0	0	0

District-level staff can access building-level details by clicking on the building name for any screen. Any school with 7-12 grade will have dropout data.

Dropouts Table 3 - Dropouts by Race/Ethnicity and Gender

Building Name	Ethnicity		Race											
	Hispanic		White		Nat. Hi/Pacific Islander		Black/African American		American Indian/Alaska Native		Asian		Multi-Ethnic	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
0100 - Erie Dist Neosho Co	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0111 - Erie Elementary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0112 - Galesburg Middle School	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0113 - Erie High School	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subgroup Total	0		0		0		0		0		0		0	

If you click on the hyperlinks, you will be able to see a drilldown list of students included in that number. These drilldown lists can be downloaded. Use caution when downloading this information as it is personally identifiable information.

If you notice that student information is missing (i.e. name or grade) it is because this information was not included on an EXIT or EOYA record submitted by the building.

Dropouts Table 4 - Dropouts by Gender, Socioeconomic Status, Students with Disabilities, English Learners (EL), Migrant, Homeless, Virtual, Military and Foster Care (District Level)

Building Name	Socioeconomic Status				Students with Disabilities							
	Free Meals		Reduced Meals		Male	Female	ELL	Migrant	Homeless	Virtual	Military	Foster Care
	Male	Female	Male	Female								
0100 - Erie Dist Neosho Co	0	0	0	0	0	0	0	0	0	0	0	0
0111 - Erie Elementary	0	0	0	0	0	0	0	0	0	0	0	0
0112 - Galesburg Middle School	0	0	0	0	0	0	0	0	0	0	0	0
0113 - Erie High School	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0
Subgroup Total	0		0		0							

NOTE: Drilldown lists are not available for socioeconomic status, because this is federally protected information.

GRADUATES: 2022-2025 Four-Year Cohort Information Federal Graduation Rate

This section displays the 2022-2025 four-year adjusted cohort federal graduation rate data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, students with disabilities, English learner (EL), migrant, homeless, virtual, military and foster care.

2022-2025 Four-Year Cohort Table 1 -Building Selection

Bldg Number	Building Name
2776	Cheylin Dist Cheyenne Co
2780	Cheylin Jr/Sr High

District-level staff can access building-level details by clicking on the building name for any screen. Any school with 9-12 grade will have 2022-2025 four-year adjusted cohort data.

2022-2025 Four-Year Cohort Table 2 - Four-Year Adjusted Cohort Summary by Gender (District Level)

Cohort Information	Total Headcount	Male	Female
Graduates	28	19	9
2025 Non-Graduates	0	0	0
2024 Non-Graduates	1	1	0
2023 Non-Graduates	0	0	0
2022 Non-Graduates	0	0	0
Total	29	20	9
Graduation Rate	96.6%	95.0%	100.0%

If the sum of the graduates and non-graduates above does not match the actual total listed above this means that:

1. The student was a 2025 non-graduate (exited between 7-1-24 and 9-30-25). The student is still part of the cohort but will not appear in a 2025 non-graduate line. The student is included in the total drilldown.
2. The student has been included in the cohort in error. Refer to the Special Circumstances Remove from Cohort page to see if a middle or elementary school student was included in the cohort in error.

2022-2025 Four-Year Cohort Table 3 – Cohort Summary by Race/Ethnicity and GenderIf
you

	Ethnicity		Race											
	Hispanic		White		Nat. Hi/Pacific Islander		Black/African American		American Indian/Alaska Native		Asian		Multi-Racial	
Cohort Information	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Graduates	0	1	18	7	0	0	0	0	0	0	0	1	1	0
2025 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2024 Non-Graduates	0	0	1	0	0	0	0	0	0	0	0	0	0	0
2023 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	1	19	7	0	0	0	0	0	0	0	1	1	0
Graduation Rate	NA	100.0%	94.7%	100.0%	NA	NA	NA	NA	NA	NA	NA	100.0%	100.0%	NA
Graduation Rate by Race/Ethnicity	100.0%		96.2%		NA		NA		NA		100.0%		100.0%	

click on these hyperlinks, you will be able to see a drilldown list of students included in that number. These drilldown lists can be downloaded. Use caution when downloading this information as it is personally identifiable.

If you notice that student information is missing (i.e. name or grade) it is because this information was not included on an EXIT or EOYA record submitted by the building.

2022-2025 Four-Year Cohort Table 4 - Four-Year Adjusted Cohort Summary by Gender, Socioeconomic Status, Students with Disabilities, English Learners (EL), Migrant, Homeless, Virtual, Military and Foster Care (District Level)

	Socioeconomic Status				Students with Disabilities							
	Free Meals		Reduced Meals									
Cohort Information	Male	Female	Male	Female	Male	Female	ELL	Migrant	Homeless	Virtual	Military	Foster Care
Graduates	9	5	2	3	3	0	0	0	2	1	0	0
2025 Non-Graduates	0	1	0	0	0	0	0	0	0	1	0	1
2024 Non-Graduates	0	0	1	0	0	0	0	0	0	0	0	0
2023 Non-Graduates	0	0	1	0	1	0	0	0	0	0	0	0
2022 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0
Total	9	6	4	3	4	0	0	0	2	2	0	1
Graduation Rate	100.0%	83.3%	50.0%	100.0%	75.0%	NA	NA	NA	100.0%	50.0%	NA	0.0%
Graduation Rate by Subgroup	93.3%		71.4%		75.0%							

Drilldown lists are not available for socioeconomic status, because this is federally protected information.

GRADUATES: 2021-2025 Five-Year Cohort Information Federal Graduation Rate

This section displays the 2021-2025 five-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, students with disabilities, English learner (EL), migrant, homeless, virtual, military and foster care.

Corrections cannot be made to the 2021-2025 five-year adjusted cohort. It is displayed for information purposes only.

2021 – 2025 Five-year Cohort Table 1 - Select a building to see the building level five-year adjusted cohort report.

Bldg Number	Building Name
0100	Erie Dist Neosho Co
0113	Erie High School

District-level staff can access building-level details by clicking on the building name for *any* screen. Any school with 9-12 grade will have 2021-2025 five-year adjusted cohort data.

2021-2025 Five-Year Cohort Table 2 - Five-Year Adjusted Cohort Summary by Gender (District Level)

Cohort Information	Total Headcount	Male	Female
Graduates	33	10	23
2025 Non-Graduates	0	0	0
2024 Non-Graduates	0	0	0
2023 Non-Graduates	1	0	1
2022 Non-Graduates	0	0	0
2021 Non-Graduates	0	0	0
Total	34	10	24
Graduation Rate	97.1%	100.0%	95.8%

2021-2025 Five-Year Cohort Table 3 - Five-Year Adjusted Cohort Summary by Race/Ethnicity and Gender (District Level)

	Ethnicity		Race											
	Hispanic		White		Nat. HI/Pacific Islander		Black/African American		American Indian/Alaska Native		Asian		Multi-Racial	
Cohort Information	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Graduates	0	2	8	20	0	0	0	0	0	0	1	0	1	1
2025 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2024 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2023 Non-Graduates	0	0	0	1	0	0	0	0	0	0	0	0	0	0
2022 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2021 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	2	8	21	0	0	0	0	0	0	1	0	1	1
Graduation Rate	NA	100.0%	100.0%	95.2%	NA	NA	NA	NA	NA	NA	100.0%	NA	100.0%	100.0%
Graduation Rate by Race/Ethnicity	100.0%		96.6%		NA		NA		NA		100.0%		100.0%	

If you click on these hyperlinks, you will be able to see a drilldown list of students included in that number. These drilldown lists can be downloaded. Use caution when downloading this information as it is personally identifiable information.

If you notice that student information is missing (i.e. name or grade) it is because this information was not included on an EXIT or EOYA record submitted by the building.

2021-2025 Five-Year Cohort Table 4 - Five-Year Adjusted Cohort Summary by Gender, Socioeconomic Status, Students with Disabilities, English Learners (EL), Migrant, Homeless, Virtual, Military and Foster Care (District Level)

	Socioeconomic Status				Students with Disabilities							
	Free Meals		Reduced Meals		Male	Female	ELL	Migrant	Homeless	Virtual	Military	Foster Care
Cohort Information	Male	Female	Male	Female								
Graduates	6	8	2	5	3	4	0	0	0	0	0	0
2025 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0
2024 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0
2023 Non-Graduates	0	1	0	0	0	0	0	0	0	0	0	0
2022 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0
2021 Non-Graduates	0	0	0	0	0	0	0	0	0	0	0	0
Total	6	9	2	5	3	4	0	0	0	0	0	0
Graduation Rate	100.0%	88.9%	100.0%	100.0%	100.0%	100.0%	NA	NA	NA	NA	NA	NA
Graduation Rate by Subgroup	93.3%		100.0%		100.0%							

Drilldown lists are not available for socioeconomic status, because this is federally protected information.

HISTORICAL FOUR-YEAR COHORT INFORMATION

This section displays the historical four-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English Learner (EL), migrant, homeless, virtual, military and foster care.

PLEASE NOTE: Historical data can no longer be corrected. It is here for reference only.

- 2021 – 2024 Four Year Cohort
- 2020 - 2023 Four Year Cohort
- 2019 - 2022 Four Year Cohort
- 2018 - 2021 Four Year Cohort
- 2017 - 2020 Four Year Cohort
- 2016 - 2019 Four Year Cohort
- 2015 - 2018 Four Year Cohort
- 2014 - 2017 Four-Year Cohort
- 2013 - 2016 Four-Year Cohort
- 2012 - 2015 Four-Year Cohort
- 2011 - 2014 Four-Year Cohort
- 2010 - 2013 Four-Year Cohort
- 2009 - 2012 Four-Year Cohort

NOTE: Corrections cannot be made to historical four-year adjusted cohorts. It is displayed for information purposes only.

NOTE: Virtual and Military subgroups were added in 2016-2017. Foster care subgroup was added in 2017-2018.

HISTORICAL FIVE-YEAR COHORT INFORMATION

This section displays the historical five-year adjusted cohort graduation data. This data is disaggregated by grade, gender, race/ethnicity, socioeconomic status, student with disabilities, English Learner (EL), migrant, homeless, virtual, military and foster care.

PLEASE NOTE: Historical data can no longer be corrected. It is here for reference only.

- 2020 - 2024 Five Year Cohort
- 2019 - 2023 Five Year Cohort
- 2018 - 2022 Five Year Cohort
- 2017 - 2021 Five-Year Cohort
- 2016 - 2020 Five-Year Cohort
- 2015 - 2019 Five-Year Cohort
- 2014 - 2018 Five-Year Cohort
- 2013 - 2017 Five-Year Cohort
- 2012 - 2016 Five-Year Cohort
- 2011 - 2015 Five-Year Cohort
- 2010 - 2014 Five-Year Cohort
- 2009 - 2013 Five-Year Cohort

NOTE: Virtual and Military subgroups were added in 2016-2017. Foster care subgroup was added in 2017-2018.

SPECIAL CIRCUMSTANCES REMOVE FROM COHORT

Under special circumstances, buildings can remove a student from the 2022-2025 four-year cohort. Students in the 2021-2025 five-year cohort are not eligible to be removed from the cohort. These situations will be unique and will not apply to all non-graduates.

On the Special Circumstances Remove from Cohort page there are five questions to help determine eligibility for a student to be removed from the cohort. If the student meets the criteria of the five questions, then he/she is eligible to be removed from the cohort. Buildings should follow the process below:

The student is simply eligible for removal from the cohort. Actual removal from the cohort requires further KSDE approval.

1. Select the student from the list.
2. Select a removal reason.
3. Add a comment FULLY explaining the student's situation and describing the documentation available (Buildings no longer need to send KSDE a detailed email. Instead, the information should be included in the comment box).
4. Add an email address.
5. Click "insert" to send the request to KSDE.
6. Be sure to check back on the DGSR in case more information is needed by KSDE to process the request.

The screenshot shows a web form titled "Special Circumstances Remove from Cohort". It contains the following fields and elements:

- Students:** A dropdown menu with a red circle containing the number 1 next to it.
- Removal Reason:** A text box containing the text "Student was a homeschool student who attended classes at the public school part-time" with a red circle containing the number 2 next to it.
- Comment:** A large text area with a red circle containing the number 3 next to it.
- Email:** A text box with a red circle containing the number 4 next to it.
- Insert:** A blue button at the bottom left of the form.

KSDE staff will then evaluate the student's situation and make a determination whether to remove the student from the cohort. Once this is complete, the student will show up in the Approved Students or Disapproved Students lists.

A screenshot of a software interface showing two sections: 'Approved Students' and 'Disapproved Students'. Each section has a header in blue text and a list of student names below it, which are mostly redacted with black bars. The interface is enclosed in a thin black border.

REPORT SIGN-OFF

Building Administrators

All accredited buildings (public and private) must login to the DGSR to certify the unresolved exits, dropouts and graduate totals for the previously completed school year are accurate.

By submitting this report, you are agreeing the data is accurate. You will not have an opportunity to correct this data after the submission window has closed. This affects dropout and graduation calculations that are reported for your building.

IMPORTANT: You must submit the report even if you have zero unresolved exits and dropouts for your building.

After navigating through each screen, your last screen will be the Report Sign-off screen. To electronically certify the data is accurate, you must click the <Submit to Superintendent> button. When you click this button, it will lock the data and notify the Superintendent you have approved your data, thus allowing him/her to sign off at the district level.

Building Status: Incomplete

Building Sign-Off

District-level users can return to the District page by clicking the 'Return to Building List' button at the bottom of the page.

The Dropout Graduation Summary Report must be submitted by October 31, 2025.

To electronically certify the data is accurate, you must click the <Submit to Superintendent> button. When you click this button, it will lock the data and notify the Superintendent you have approved your data, thus allowing him/her to Sign-off at the district level.

If any corrections need to be made to the dropout or graduate data, submit EXIT records to the KIDS collection prior to submitting the Dropout Graduation Summary Report for the affected building and district. If corrections need to be made to the data after a district or school has submitted the report, and the submission window is still open, the superintendent may contact the KSDE Helpdesk at 785-296-7935 to request that the building or district report be unlocked.

Calculations have the potential to change even after a district has signed off. This can occur when new exits from another building or district are submitted through the KIDS Collection System which causes a student to be counted for a different building or if a student is approved for special circumstances to be removed from the cohort.

Return to District Level

Submit to Superintendent

Unlock Building

If the Dropout/Graduation Summary Report for the building is **Complete** [Submitted to Superintendent] and you realize changes need to be made to the data, you may call the KIDS Help Desk at 785-296-7935 to have the report unlocked. This can only be done while the submission window is open [i.e. before October 31.]

District Administrators

After each principal has certified the dropout and graduation data is accurate for the previously completed school year by <Submitting to Superintendent> on the Building Sign-off screen, superintendents will be required to submit each of their building's data to KSDE. For each building that has a checkmark in the Bldg. Sign Off column, you should select the building to confirm you agree with the totals prior to placing a checkmark in the District Sign-off column and <Submit> to KSDE.

District Status: **Complete****District Sign-Off****The Dropout Graduation Summary Report must be submitted by October 31, 2025.**

A district will only be able to sign-off after all of the buildings in the district have signed off. A district user can sign-off for closed buildings.

Central Office must also submit the "Central Office" as a building (includes students attending a dropout recovery program, alternative program, etc.) This may show "zero" in many districts. The dropout application will not be complete until the Central Office report is submitted.

If any corrections need to be made to the dropout or graduates data, submit EXIT records to the KIDS collection prior to submitting the Dropout Graduation Summary Report for the affected building and district. If corrections need to be made to the data after a district or school has submitted, and the submission window is still open, the superintendent may contact the KSDE Helpdesk at 785-296-7935 to request that the building or district report be unlocked.

Calculations have the potential to change even after a district has signed off. This can occur when new exits from another building or district are submitted through the KIDS Collection System which causes a student to be counted for a different building or if a student is approved for special circumstances to be removed from the cohort.

To sign-off on a building: you must click on the name of the building and go to the building level page and click submit to Superintendent. You cannot click the building sign-off box as that will not work.

Building Name	Bldg. Sign Off	Dist. Sign Off
[REDACTED]	☐	☐
[REDACTED]	☐	☐
[REDACTED]	☐	☐
		☐ Select All

If the Principal has not signed off for a building, the superintendent can access that building's Dropout/Graduation Summary report by clicking on the building name from this screen. After the Superintendent reviews the building information, he or she can approve the building report by clicking on the <Submit to Superintendent> button, then clicking <Return to Building List> to return to the district level report.

IMPORTANT: Central Office must also submit the "Central Office" as a building (includes adult students) This may show "zero" in many districts. The dropout application will not be complete until the Central Office report is submitted.

*If the Dropout/Graduation Summary Report for the district is **Complete** [Submitted to KSDE] and changes need to be made to the data, you may call the KSDE Help Desk at 785-296-7935 to have the report unlocked. This can only be done while the submission window is open (i.e. before October 31).

GRADUATES: 2022-2025 Four-Year Cohort Information for State Graduation Rate (SB 45)

Senate Bill No. 45 states a four-year adjusted cohort rate for each school district and any schools operated by such school district, including any virtual school, shall be determined by excluding students who:

Had not earned sufficient credits to be expected to graduate in the same school year as such student's cohort at the time that such student transferred to and enrolled in such school or school district: or
was enrolled in such school or school district but subsequently transferred to a nonaccredited private school in Kansas or another state.

Submit a SC Code to remove a student that enrolled in your district that was credit deficient. In comment section enter the number of credits your district requires for graduation and the number of credits the student transferred in when they enrolled in your district.

An EXIT record with D27 populated with Exit Type 5 or Exit Type 6 will remove students who transferred to a nonaccredited private school in Kansas or another state or transferred to home schooling out of the denominator for the state graduation rate.

For more information, contact:

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