

# **ADE Cohort Graduation Rates System**

E-Mail Support: Please send your questions about ACGRS to ade.schmail@arkansas.gov

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# **Logging In**

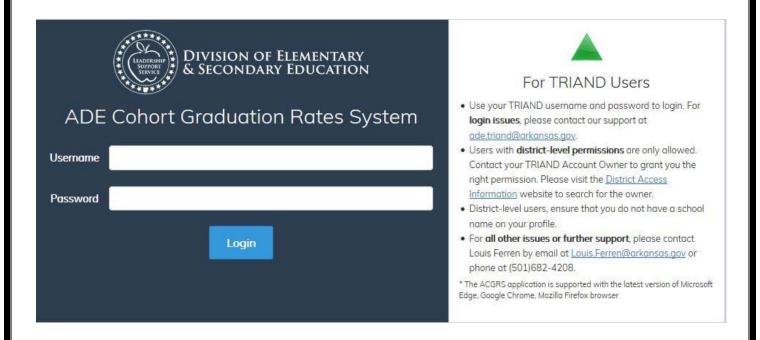
To log in to ACGRS, follow the steps below:

- 1. Open your Web Browser Internet Explorer/ Mozilla Firefox/ Google Chrome/Safari
- 2. Type in the ACGRS website address: <a href="https://eis.ade.arkansas.gov/acgrs">https://eis.ade.arkansas.gov/acgrs</a>

Or

Access from ADE Data Center <a href="https://adedata.arkansas.gov">https://adedata.arkansas.gov</a>, and <a href="click">click</a> on ADE Cohort Graduation Rates System in the Systems of Accountability: ESSA tile.

- Enter your current Triand user name and password in the dialog box.
- 4. Click on button.



#### **Make Corrections**

There are 3 options for making corrections of student records:

- 1. Delete a student record by removing an on-time student from the cohort for one of the following reasons:
  - Transfers to a School Outside of Arkansas
  - Emigrates to another country
  - Enrolls into Homeschool
  - Enrolls into Private school
  - Dies
  - DYS Juvenile facility (that gives a regular diploma)
- 2. Correct a student record (changing a non-graduate to an actual graduate)
- 3. Add a record with approval of the DESE School Performance Unit

Notice that corrections/reviews for both the four year and five year graduation rates are needed for 2019 ACGRS.



District users can modify student records by simply clicking on the icon



#### Delete a record

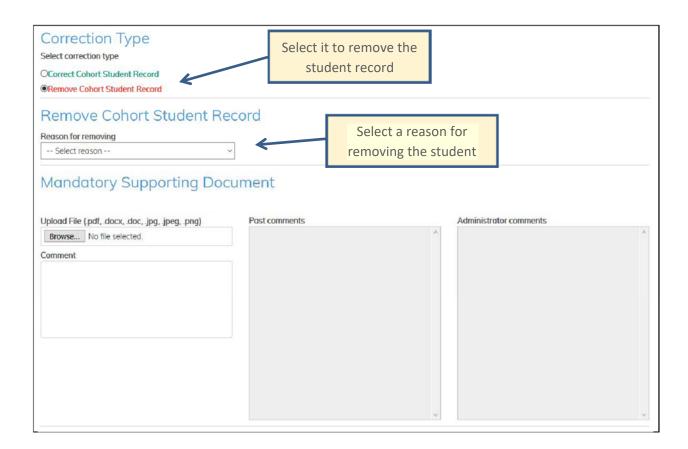
District users can delete a student record by selecting the Delete Cohort Student Record button.

Delete a student record by removing an on-time student from the cohort for one of the following reasons:

- Transfers to a School Outside of Arkansas
- Emigrates to another country
- Enrolls into Homeschool
- Enrolls into Private school
- Dies
- DYS Juvenile facility (that gives a regular diploma)

Any student record that is requested to be removed from the cohort, must be saved by the district. Arkansas Legislative Audit teams will review all district requests to remove a student from a cohort. It is important to SAVE all requested changes with supporting documentation.

Notice that a comment and supporting document is required when deleting student record. Descriptions of required documentation can be found in the ACGRS FAQ document, which is attached to the Graduation Rates Corrections Commissioner's Memo.

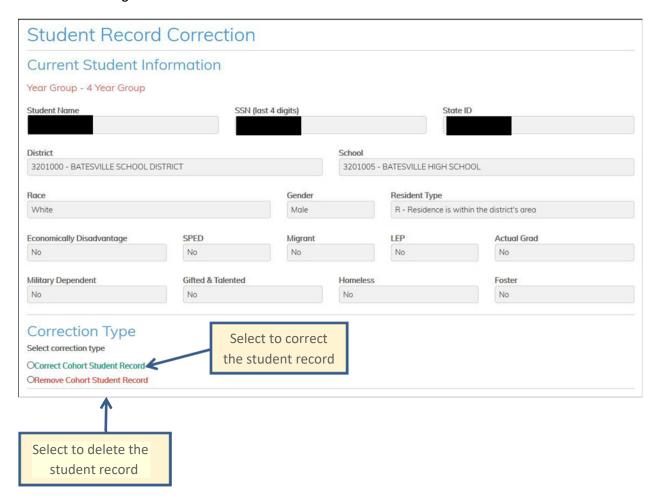


## **Correct a record**

Correcting a student record is changing a non-graduate to an actual graduate.

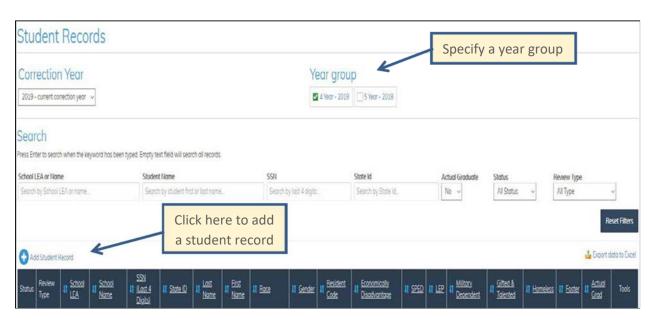
This type of correction needs to be made if the student was **not** marked as an Actual Graduate during the cycle submission process. An official signed copy of the student's transcript with the seal and the date must be provided as proper documentation.

Then select the green Correct Cohort Student Record radio button and start correction.



#### Add a record

Before adding a student record, <u>you must call the School Performance office for Approval.</u>
District users can add new student records by clicking the Add Student Record button as shown below.



Then enter the corresponding student data into this form below.

