



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

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: <https://eis.ade.arkansas.gov/acgrs>

Or

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

3. **Enter** your current Triand user name and password in the dialog box.

4. **Click** on  button.




DIVISION OF ELEMENTARY
& SECONDARY EDUCATION

ADE Cohort Graduation Rates System

Username

Password

Login



For TRIAND Users

- Use your TRIAND username and password to login. For **login issues**, please contact our support at ade.triand@arkansas.gov.
- Users with **district-level permissions** are only allowed. Contact your TRIAND Account Owner to grant you the right permission. Please visit the [District Access Information](#) website to search for the owner.
- District-level users, ensure that you do not have a school name on your profile.
- For **all other issues or further support**, please contact Louis Ferren by email at Louis.Ferren@arkansas.gov or phone at (501)682-4208.

* The ACGRS application is supported with the latest version of Microsoft Edge, Google Chrome, Mozilla Firefox browser

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.

If you have any questions, please send an e-mail to ade.schmail@arkansas.gov.

Student Records

Correction Year

2019 - current correction year ▾

Two sets are needed for 2019 ACGRS

Year group

☒ 4 Year - 2019 ☐ 5 Year - 2018

A new correction year drop-down

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

Click here to modify student record

Male	R	Yes	No	Yes	No	No	No	No	No	No	 Make Correction
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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.

The screenshot shows a web form titled 'Correction Type' with the instruction 'Select correction type'. There are two radio buttons: 'Correct Cohort Student Record' and 'Remove Cohort Student Record'. The 'Remove Cohort Student Record' option is selected. A yellow callout box with the text 'Select it to remove the student record' has an arrow pointing to this radio button.

Below this is a section titled 'Remove Cohort Student Record' with the label 'Reason for removing'. It contains a dropdown menu currently showing '-- Select reason --'. A yellow callout box with the text 'Select a reason for removing the student' has an arrow pointing to this dropdown.

The next section is titled 'Mandatory Supporting Document'. It includes an 'Upload File (pdf, docx, .doc, .jpg, .jpeg, .png)' section with a 'Browse...' button and the text 'No file selected.'. Below this is a 'Comment' text area. To the right of the comment area are two large, empty text boxes labeled 'Past comments' and 'Administrator comments'.

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.

Student Record Correction

Current Student Information

Year Group - 4 Year Group

Student Name	SSN (last 4 digits)	State ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

District	School
<input type="text"/>	<input type="text"/>

Race	Gender	Resident Type
<input type="text"/>	<input type="text"/>	<input type="text"/>

Economically Disadvantage	SPED	Migrant	LEP	Actual Grad
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Military Dependent	Gifted & Talented	Homeless	Foster
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Correction Type

Select correction type

☒ Correct Cohort Student Record
 ☐ Remove Cohort Student Record

Select to correct the student record

Select to delete the student record

Add a record

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

The screenshot shows the 'Student Records' dashboard. At the top, there are filters for 'Correction Year' (set to '2019 - current correction year') and 'Year group' (with radio buttons for '4 Year - 2019' and '5 Year - 2018'). Below these are search fields for 'School LEA or Name', 'Student Name', 'SSN', 'State Id', 'Actual Graduate', 'Status', and 'Review type'. A 'Reset Filters' button is on the right. At the bottom left, there is a blue button with a plus icon labeled 'Add Student Record'. A yellow callout box with an arrow points to this button, containing the text 'Click here to add a student record'. Another yellow callout box with an arrow points to the 'Year group' section, containing the text 'Specify a year group'. At the bottom right, there is a link 'Export data to Excel'.

Then enter the corresponding student data into this form below.

The screenshot shows the 'Add Student Record' form. The title is 'Add Student Record' in blue. Below it is the section 'Student Information'. A note states: 'Note: ADE must be contacted before changes can be made. Please send an email to ade.schmail@arkansas.gov'. The form is pre-filled with 'District 3201000 BATESVILLE SCHOOL DISTRICT'. Below this is a red heading: 'To which particular Cohort Group do you want to add the student record?'. This is followed by a dropdown menu 'Select year group --'. Then is a dropdown menu 'School LEA -- Select School --'. Below these are four input fields: 'Student First Name', 'Student Last Name', 'Student State Id', and 'Student SSN (last 4 digits)'. Then are four dropdown menus: 'Grade Level -- Select grade level --', 'Race -- Select race --', 'Gender -- Select gender --', and 'Student Resident Type -- Select resident type --'. Finally, there are three questions, each with a dropdown menu: 'Was the student on free or reduced lunch status (economically disadvantaged)? -- Select answer --', 'Was the student enrolled in the special education program as of October 1 of their ninth grade year? -- Select answer --', and 'Was the student enrolled in a Migrant Education program their 9th grade year? -- Select answer --'.