



Wayne RESA Pupil Accounting and Auditing

Graduation and Dropout (GAD)

GAD lets district users review their graduation and dropout rate reports prior to rate publication in February of each year. Data in this application are based on a snapshots taken during the following periods.

Mid-August: Appealable graduation and dropout rates are provided, using MSDS data submitted through the most recent End-of-Year General Collection. District users may submit necessary changes in MSDS during the Graduation Rate Appeals Window.

Mid-October: Auditable graduation and dropout rates are provided, using updated data submitted during the Graduation Rate Appeals Window. Any further corrections can only be made through an audit finding by your ISD auditor, supported with documentation submitted by the district to the ISD. Exit status corrections for students who exited prior to the current school year can only be made by ISD auditors

Refer to the [District User Guide](#) provided by CEPI for more detailed instructions on GAD processes.

GAD Appeal Window

Mid- August to September 10, 2025

This appeals window is your final opportunity to review and correct the data used to calculate your graduation rate in advance of rate publications.

- Review the Cohort Student List for the current and previous two years in MSDS.
 - Submit corrections or updates in the SRM Collection for the calculation of four-, five- and six-year rates.
 - **Only your ISD auditor can make exit status updates for students who exited prior to the current school year, as these data have been previously audited. Submit proper documentation to your auditor; they will submit an audit finding when the GAD exit status audit window opens in October.**
- Confirm that graduates were reported in the EOY General Collection and verify their exit statuses are correct.

- Ensure all end-of-summer graduates are reported in SRM no later than the close of the Appealable Rates Window (if they were not reported in the most recent EOY General Collection).
 - Report graduates by Aug. 31 so they are considered “on-track.”
- For any students who were mistakenly submitted as graduates, submit an SRM record using an As Of Date that matches the Exit Date on the graduating record that was submitted in MSDS.
- Confirm EMC students are reported with the correct Exit Status.
- Submit any necessary cohort year change requests to your auditor using the Cohort Year Change Request form. **Completed forms need to be uploaded to Revver in the GAD Changes folder and complete [this Google Form](#).**
 - If a reporting error placed a student in the wrong cohort year, there must be corresponding submission records to support the request (i.e., the student must be reported in the correct grade in at least one certified collection prior to request).
- Submit any necessary student UIC linking requests.

Cohort Student List Report:

- Cohort Student List to review current and previous Two Year’s Cohort Lists
 - Go to MSDS - GAD
 - Grad Cohort Menu
 - select cohort year and entity (building or district)
 - Can filter by cohort status, exit status, student name or UIC.
 - Submit
 - The report will display students for the chosen graduation cohort year. Students are placed in a cohort when they are first identified as ninth graders. If a student is first reported in tenth grade or higher, cohort assignment is based on the grade the initial Michigan public school district reported.
 - Verify that each student is reported with the correct cohort status and cohort year. Pay special attention to the current and previous two cohort years, as graduation and dropout rates will be calculated for these years. Below are some suggestions

GAD Resources

[GAD Cohort Year Change Form](#)

[Graduation and Dropout Changes Google Form](#)

[Graduation and Dropout Information web page](#)

[CEPI Calendar](#)

[District User Guide to Report and Reviewing Graduation and Dropout Information](#)

[GAD Appendix A](#) - Student Cohort Categories

[GAD Appendix B](#) - Exit Codes

[GAD Appendix C](#) - Residency Codes

[GAD Appendix D](#) - Acceptable Exit Status Documentation List