

# Graduation, Drop Out, College, Career, and Civic Readiness (CCCR)

Examples of documents that provide evidence for *Graduation, Drop Out, College, Career, & Civic Readiness*:

<ul style="list-style-type: none"> <li>• Student information system software</li> <li>• Single Sign-on for Web Systems (SSWS) Graduation Cohort Reports</li> <li>• Student cohort tracking data to include but not limited to: course credits, verified credits, Career and Technical Education (CTE) certifications, CCCR measurements</li> </ul>	<ul style="list-style-type: none"> <li>• Cohort team meeting calendar and agendas</li> <li>• Family/student communication logs</li> <li>• Family/student workshops and events</li> <li>• Data analysis of On-Time Graduation Rate (OGR), Federal Graduation Indicator (FGI) and Graduation Completion Index (GCI)</li> </ul>	<ul style="list-style-type: none"> <li>• Student intervention plans</li> <li>• Recovery credit efforts</li> <li>• Professional development plans for counselors</li> <li>• Academic and Career Plans</li> <li>• Audit report</li> <li>• Cohort needs assessment</li> </ul>
--	--	--

Link: [VDOE Graduation Requirements](#)

Category	Criteria	Evidence	Criteria Status	Comments
Cohort Planning	<ul style="list-style-type: none"> <li>• Designates a school graduation team for each cohort year with the purpose of analyzing, tracking and monitoring student data relating to students successful progress and completion of graduation requirements.</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging	
	<ul style="list-style-type: none"> <li>• Tracks student data quarterly and conducts individual student meetings about their academic and career plans to determine progress towards the student's graduation requirements and make adjustments based upon the student's needs and interests.</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging	
	<ul style="list-style-type: none"> <li>• Trains staff on graduation and completion requirements, data quality and accountability, cohort data reports, and/or support strategies for students.</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging	
	<ul style="list-style-type: none"> <li>• Creates academic and career plans for students (long-term plans for college and/or careers).</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging	
	<ul style="list-style-type: none"> <li>• Utilizes student academic and career plan data to provide opportunities in advanced coursework, completion of CTE</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing	

<b>College, Career, and Civic Readiness</b>	credential, work-based learning experiences, and service learning experiences.		<input type="checkbox"/> Emerging	
	<ul style="list-style-type: none"> <li>Prepares a quarterly report that monitors each student's progress on completion of one of the Career, College, and Civic Readiness Indicator elements (i.e. Advanced Coursework, CTE finishers with credential, work-based learning experiences, and service learning experiences).</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging	
<b>Data Collection</b>	<ul style="list-style-type: none"> <li>Records and monitors student graduation and completion cohort data from entry into high school, using an established tracking system, where student data can be entered, stored, exported, and analyzed by designated staff effectively and efficiently.</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging	
	<ul style="list-style-type: none"> <li>Uses a process to ensure graduation and completion and dropout data is accurately recorded, including consistent data definitions, regular audits of data, defined procedures of how and when to collect data, and a system for training staff.</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging	
	<ul style="list-style-type: none"> <li>Prepares quarterly graduation and completion and dropout reports for the school administration and the counseling team with school-wide data, including:               <ul style="list-style-type: none"> <li>Cohort graduation completion and drop-out status,</li> <li>Student achievement,</li> <li>Student attendance,</li> <li>Student behavior, and</li> <li>Verified credit earnings</li> </ul> </li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging	
<b>Data Analysis and Causation</b>	<ul style="list-style-type: none"> <li>Uses data and school cohort graduation and completion teams to help identify contributing factors related to</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing	

	student graduation and dropout issues (i.e. scheduling, policies, attendance, grades, and barriers).		<input type="checkbox"/> Emerging	
	<ul style="list-style-type: none"> <li>Conducts a needs assessment to determine what resources are currently available and which resources are needed to implement support strategies and provide guidance to the school cohort teams when implementing plans of support.</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging	
<b>Communication</b>	<ul style="list-style-type: none"> <li>Contacts families when a student has been identified at-risk for not meeting graduation and completion requirements and/or is on a path for potential dropout.</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging	
	<ul style="list-style-type: none"> <li>Uses school activities and functions to educate students and families at risk for graduation and completion, about the importance of staying in school.</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging	
	<ul style="list-style-type: none"> <li>Uses multiple forms of school-to-home and home-to-school communication to engage and educate families, build shared accountability, and provide related support.</li> </ul>		<input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging	
<b>Essential Action(s):</b>				