

Quick Reference Guide

Expected Graduation Year Lookup Tool

* The purpose of the guide is to review the Graduation Cohort Year for a student based on the Expected Graduation Year value provided by districts. The Expected Graduation Year becomes the Graduation Cohort Year. ("Set it and forget it")

Go to NSSRS Validations and click on the "Expected Graduation Year Lookup"

NDE Student ID

Submit Reset

Review the NDE Student ID results

A. Type the NDE Student ID in the box (The student does not need to be enrolled at the district.)

B. Click on the "Submit" Button

C. Review the Results (Please see the NSSRS Graduation Cohort Guide for further information.)

Records found in the Student Template

School Enrollment Record was submitted to NSSRS

NDE Student ID	Graduation Cohort Year	Student Name	Grade	Determined By	Determined On (School Enrollment)	Student Template Batch
XXXXXX1234	2011	Fitzgerald, Ella	09	Example PUBLIC SCHOOLS (99-0001) Example HIGH SCHOOL (006)	2007-08-20	2974 (2007-10-05)

If the *Graduation Cohort Year* is blank, the Student template record needs to be corrected.

^ No School Enrollment Record was submitted to NSSRS

NDE Student ID	Graduation Cohort Year	Student Name	Grade	Determined By	Determined On (School Enrollment)	Student Template Batch
XXXXXX8521	2011	Campbell, Glen	09	Example PUBLIC SCHOOLS (99-0001) Example HIGH SCHOOL (006)	No School Enrollment record exists.	2974 (2007-10-05)

If the *Graduation Cohort Year* is blank, the Student template record needs to be corrected.

^ District may or may not need to submit school enrollment record.

* The Unresolved Issues count will be updated after the Validation Processing and Reprocessing is completed. The Graduation Cohort Analysis Tool Results count will not be updated until the next day.

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Retired NDE Student IDs and Active NDE Student IDs

Lookup results for NDE Student ID: XXXXXX7037

The NDE Student ID XXXXXX7037 is retired. Please use the NDE Student ID displayed in the Expected Graduation Year Results Table below.

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NDE Student ID	Graduation Cohort Year	Student Name	Grade	Determined By	Deter On
XXXXXX0712	2011	McQueen, Steve	09	Example PUBLIC SCHOOLS (99-0001) Example HIGH SCHOOL (007)	

Use the Active NDE Student ID, as shown above, for a retired NDE Student ID.