

User Guide to NJSLEDS Graduation Reports

Introduction

The New Jersey Department of Education (NJDOE) collects data from local education agencies (LEAs) on whether students graduate and their current enrollment status through the New Jersey Statewide Longitudinal Data System (NJSLEDS). For the 2024-2025 school year, the graduation snapshot occurred in NJ SMART on August 29, 2025. The collection of this data has transitioned to NJSLEDS starting with the 2025-2026 school year.

The NJDOE uses the information collected from LEAs to calculate graduation rates using the adjusted cohort graduation rate methodology, in accordance with federal requirements. All graduation data that was reported in NJ SMART through August 29, 2025, have been loaded into NJSLEDS in order to share graduation status and graduation rates for all LEAs.

LEAs can use the new NJSLEDS Graduation Student Report to view student-level graduation data and the Graduation Student Profile Report to view aggregated graduation data, including graduation rates.

Graduation Student Level Report

The Graduation Student Level Report is a new report for 2025 that is available on the NJSLEDS Reports page. This report allows LEAs to review all students in each cohort (currently 2018 through 2028) who were submitted by the district. The data in this report is based on the most recently available for each student as of the selected snapshot. For students in the more recent cohorts, this will be the most recent graduation snapshot from August 2025. However, if a student transferred or dropped out before reaching grade 12, the data will be based on the most recent snapshot data available, which may have been several years ago.

Most of the data in this report is data that was submitted to the NJDOE by LEAs, however the report also includes some fields that are calculated based on the data reported by LEAs.

A student's **Cohort Category** indicates their status as of the selected graduation snapshot. There are seven possible cohort categories into which students are grouped.

- **Graduated:** Students who have been exited with a School Exit Withdrawal Code of "L".
- **On-Track Continuing:** Active students who have a grade level that indicates they are on-track to graduate within four years (by the end of their assigned cohort year).
- **Off-Track Continuing:** Active students who have a grade level that indicates they are not on-track to graduate within four years (by the end of their assigned cohort year).
- **Active Student – Status Unknown:** Students who were active the last time they were reported by the LEA but were not submitted in the most recent student snapshot.
- **Dropout:** Students who were exited with a dropout School Exit Withdrawal Code (D1, D2, D3, D4, D5, D6, D7, D8, D10, or D11) and not uploaded in NJ SMART/NJSLEDS by another LEA.
- **Transfer Out – Unverified:** Students who were exited with a transfer School Exit Withdrawal Code (T1,

T2, T4, T6, T7, T10, TA, TC, TD, or TR) but have not yet been uploaded in NJ SMART/NJSLEDS by another LEA.

- **Excluded from Cohort:** Students who are excluded from the adjusted cohort under special circumstances, including death of a student and transfer out of state/country. Students with a School Exit Withdrawal Code of D9, T3, T8, T9, TP, or PPE will be included in this category.

The [School Exit Withdrawal Codes and Graduation Cohort Status resource](#) explains how the different school exit withdrawal codes are related to the graduation cohort status categories.

The **Included in Adjusted Cohort Category** will be “N” if a student has a cohort category of “Excluded from Cohort” and “Y” for all other cohort categories. This field makes it easy to filter for students who are included in the adjusted cohort counts (denominators) that are used to calculate graduation rates.

The **Graduation Status** field indicates whether a student is counted in the graduate counts for both the state and federal version of the graduation rates that appear in the Graduation Cohort Profile report. This field has three possible values:

- **Not Graduate:** Students who were not reported as graduated (School Exit Withdrawal Code does not equal L).
- **State and Federal Graduate:** Students who were reported as graduated (School Exit Withdrawal Code = L) and met all graduation requirements.
- **State Graduate Only:** Students who were reported as graduated (School Exit Withdrawal Code = L) and did not meet one or more graduation requirements due to a modification or exemption in their Individualized Education Programs (IEP).

The [Introduction to the Adjusted Cohort Graduation Rate resource](#) explains in detail the differences between the calculation of the state and federal graduation rates. The fields that are used to determine whether or not a student met all graduation requirements are the ELA Graduation Pathway, Math Graduation Pathway, IEP Graduation Course Requirement, and IEP Graduation Attendance Requirement fields, which are all available in the Graduation Student Report. If a student has a value of M (Alternate requirements specific in IEP) in either the ELA or Math Graduation Pathway fields, they cannot be counted as a Federal Graduate. Similarly, if either the IEP Graduation Course Requirement or IEP Graduation Attendance Requirement fields have a value of 1 (the student did not meet requirements), the student cannot be counted as a Federal Graduate.

For gender and race/ethnicity, the Graduation Student Report shows the most recent value available for each student. For accountability purposes, student group assignments will be based on most recent gender or race/ethnicity starting with 2024-2025. Prior to 2024-2025, student group assignment was based on the entering value of gender or race/ethnicity (when the student entered the cohort), so if the student was not included in the August 2025 graduation snapshot, these most recent fields may still reflect the entering value.

For other student groups, the Graduation Student Report shows both the most recent value for each student group field and the overall student group status. For ESSA accountability purposes, all other student group assignment is based on the overall student group status, which indicates whether a student was reported as part of the student group at any time since entering the cohort. The overall student group status is used for:

- Economically Disadvantaged Students

- Students with Disabilities
- Multilingual Learners
- Migrant Students
- Students in Foster Care
- Military-Connected Students
- Students Experiencing Homelessness

The Graduation Student Report also includes a student’s calculated accountable school, along with the reported resident, receiving, and attending schools. The [NJSLEDS Reporting Responsibilities document](#) explains how students should be reported in the student system, and indicates which district and school are accountable in each scenario. Based on those reporting and accountability guidelines, the NJDOE uses the rules outlines in the [Graduation Accountable Rules User Guide](#) to derive the accountable school and district based on the data reported by LEAs in NJ SMART/NJSLEDS and the CDS system. If data in CDS is not accurate or incorrect data was reported in NJ SMART/NJSLEDS, it may have resulted in a student not having an assigned accountable school or district. In general, if your LEA submitted a student in NJ SMART/NJSLEDS and an accountable school could not be determined, the student will be assigned to your district for accountability but not assigned to an individual school. In the Graduation Student Report, the Accountable School Name will be “Cannot Be Determined” and the Accountable School Code will be “CBD” if the NJDOE could not determine the accountable school. LEAs should review students in this category and the reporting responsibilities document to make sure that correct information was reported.

The Graduation Student Report also includes fields to indicate whether a student’s record was updated based on an approved graduation appeal. The **Appeals Record** field will show “Y – Approved” if the student record had an approved appeal from prior years, and the **Appeals Submission** field will indicate which snapshot was updated based on the appeal. This will not reflect approved appeals from the fall 2025 Graduation Appeals process until the reports are updated with the final 2025 graduation rates.

How to Run the Graduation Student Level Report

The Graduation Student Report can be found on the NJSLEDS Reports page. When an LEA opens the report, it will default to the student data (based on accountable district) for the most recent four-year graduation cohort. For fall 2025, that means it defaults to Cohort 2025 based on accountable district.

This report has the option to filter for multiple values:

- School Type: Accountable or Attending
- Cohort: 2018 through 2028
- Rate or Snapshot
 - Selecting Rate will give you the option to review the Official 4-Year, Official 5-Year, or Official 6-Year for the selected cohort.
 - Selecting Snapshot will give you the option to view data as of specific snapshot
 - Certain options may not be available for more recent cohorts. For example, for cohorts 2026 through 2028, there will be no options to run official rates, since it has not been four years since students entered high school. For cohort 2025, the only official rate available to run is the 4-year

rate since 5-year and 6-year rates will not be available until 2026 and 2027, respectively.

- Cohort Category
- Included in Adjusted Cohort
- Graduation Status
- School Name
- Most Recent Grade Level
- Student Group Filters
 - Filter for students based on the student group categories used for ESSA and NJQSAC: gender, race/ethnicity, economic disadvantaged status, students with disabilities status, and multilingual learner status.

School Type

☒ Accountable
 ☐ Attending

Cohort

2025

Rate/Snapshot

☒ Rate
 ☐ Snapshot

Rate/Snapshot Options

Official 4-Year

Cohort Category

(All)

Included In Adjusted Cohort

(All)

Graduation Status

(All)

School Name

(All)

Most Recent Grade Level

(All)

Most Recent Gender

(All)

Most Recent Ethnicity Race Group

(All)

Overall Economically Disadvantaged Status

(All)

Overall Students With Disabilities Status

(All)

Overall Multilingual Learner Status

(All)

Clear Filters

Depending on the number of students in your LEA, the student level data may appear on multiple pages. By default, the report will show 30 students per page, so the report screen can fit on the page and allow you to see both the top header bar and bottom scroll menu. On the bottom center of the screen, you can see how many pages of data exist for your LEA (e.g., 1 of 20). To jump to a different page or increase the number of records per page, you can type a page number into the Page Number box or use the arrows to the right of Page Size to adjust the number of students that appear on the screen.

Page Number

1

Page Size 30

The Graduation Student Report can be exported to a CSV file by using the “Export” button at the top right of the screen.

X Graduation Student Level Report

School Type

☒ Accountable

☐ Attending

Submitting District Name

Submitting District Code

Local ID

State ID

First Name

Last Name

Cohort

Cohort Category

Export

Graduation Cohort Profile

The Graduation Cohort Profile report is a streamlined version of the previous High School Graduation Cohort Profile report. This report allows LEAs to view their four-year, five-year, and six-year graduation rates as well as track the cohort statuses of their high school students.

The High School Graduation Cohort Status Profile shows aggregate data that has been calculated based on the student-level data in the Graduation Student Level Report. This report shows the overall adjusted cohort count, which is the denominator used in the calculation of the federal and state adjusted cohort graduation rates. It also shows both the state and federal adjusted cohort graduation rates (these two columns are shaded in the report), so LEAs can compare if the two rates are different. The report also shows the count and percentage of students in each of the graduation cohort categories. Review the descriptions of each of the cohort categories in the Graduation Student Report section of this document.

The report shows the information above both at the overall school and district level, and also for the student groups that are reported in the School Performance Reports and used for both ESSA accountability and NJQSAC.

Unlike the NJ SMART High School Graduation Cohort Profile report, LEAs cannot “click through” the numbers in this aggregate report to see the individual students. However, they can use the Cohort Category, Included in Adjusted Cohort, Graduation Status, School, and Student Group filters in the Graduation Student Report to easily filter the report to the students that are represented in the Graduation Cohort Profile counts.

How to Run the Graduation Cohort Profile Report

The High School Graduation Cohort Status Profile is available on the NJSLEDS Reports page. When an LEA opens the report, it will default to the aggregated data (based on accountable district) for the most recent four-year graduation cohort. For fall 2025, that means it defaults to the aggregated data used for the Cohort 2025 4-year rate.

This report has many of the same filter options as the Graduation Student Report:

- School Type: Accountable or Attending

- Cohort: 2018 through 2028
- Rate or Snapshot
 - Selecting Rate will give you the option to review data used for the Official 4-Year, Official 5-Year, or Official 6-Year rates.
 - Selecting Snapshot will give you the option to view data based on a specific snapshot.
 - Certain options may not be available for more recent cohorts. For example, for cohorts 2026 through 2028, there will be no options to run official rates, since it has not been four years since students entered high school. For cohort 2025, the only official rate available to run is the 4-year rate since 5-year and 6-year rates will not be available until 2026 and 2027, respectively.
- District or School
 - This allows you to select the overall district totals, individual schools in the district, and students where their accountable school could not be determined (CBD – Cannot be Determined). Those students are included in the district totals, but not in any individual school totals.
- Student Group
 - This allows you to select any of the 17 student groups that are reported in the School Performance Reports.

School Type
☒ Accountable
☐ Attending

Cohort

2025

Rate

Official 4-Year

District / School

(All)

Student Group

(All)

Clear Filters

The Graduation Cohort Profile report can be exported to a CSV file using the “Export” button at the top right side of the screen.

Using the Reports to review ESSA Accountability Data

For ESSA accountability, the graduation rates used are based on the prior school year. For the 2024-2025 ESSA Accountability process, this means that graduation rates used are based on graduation rates that were

finalized in fall 2024: Cohort 2024 4-Year rate, Cohort 2025 5-Year Rate, and Cohort 2026 6-Year Rate.

To make sure you are reviewing the data that aligns with the data in the 2025 ESSA Profiles, make sure School Type = Accountable and use the following filters:

- **4-Year Rate:** Cohort = 2024, Rate/Snapshot = Rate, Rate/Snapshot Options = Official 4-Year
- **5-Year Rate:** Cohort = 2023, Rate/Snapshot = Rate, Rate/Snapshot Options = Official 5-Year
- **6-Year Rate:** Cohort = 2022, Rate/Snapshot = Rate, Rate/Snapshot Options = Official 6-Year

The data that appears in the 2025 ESSA Profiles is based on the snapshot data from fall 2024. If changes occurred to your data for these cohorts, such as SID merges, after the 2024 graduation rates were finalized, the data in the NJSLEDS Graduation Cohort Profile and NJSLEDS Graduation Student Report may not match exactly with the data in the ESSA Profiles. The NJDOE will provide student-level graduation files in the ESSA Homeroom folder when the 2025 ESSA Profiles are released that show the student data that was used for the rates in the 2025 ESSA Profiles. If you identify students whose information has changed that you would like the NJDOE to consider updating for the 2024-2025 accountability process, you should submit a 2025 ESSA Profile appeal to request a review.

As an additional note, the Graduation Student Report only includes students who were submitted by the LEA. In most cases, the submitting district is the same as the accountable district, but there are some scenarios where they are different. The counts in the Graduation Cohort Profile will include all students for whom the district is accountable, even students who were not submitted by the LEA. This means that the counts in the Graduation Cohort Profile may not match the number of students in the Graduation Student Report in rare cases. The NJDOE has updated the accountable determination rules for 2024-2025 to limit the cases where accountability is not assigned to the submitting district, however when reviewing data from previous years, this may exist more frequently. The prior year student-level graduation files that the NJDOE provides in the ESSA Homeroom folder will contain all students for whom the LEA was accountable, so those files can be used to review students who were accountable but had a different submitting district.

Resources

Additional resources for LEAs in understanding how graduation rate data should be submitted, how it's calculated, and how it's used are available on the [NJSLEDS High School Graduation User Resources webpage](#).

If you have issues or technical questions when trying to use the NJSLEDS Graduation Reports, contact the NJSLEDS Help Desk at 609-376-3970 or helpdesk-sleds@doe.nj.gov.

If you have more general questions about graduation data and how the data in the NJSLEDS Graduations Reports was derived or will be used, please contact the Office of Performance Management at performancemanagement@doe.nj.gov.

Additionally, if you have feedback or suggestions on how to improve the NJSLEDS graduation reports, please complete our [NJSLEDS Graduation Feedback survey](#).