District Guide for Connecticut Cohort Verification System (CCVS)

This guide explains how district staff should verify cohort membership, resolve data discrepancies, and submit required documentation during the cohort verification period in accordance with Adjusted Cohort Verification (ACGR) rules.

Logging into the system

Click on this link https://csde.ct.gov to access the State Directory Manager, where the Connecticut Cohort Verification System is located.



Select the CCVS from Applications and your district from Organizations, then click continue.



Navigating the system and requesting corrections

Step 1: Reviewing your preliminary cohort list

On the dashboard toolbar at the top of the page, there are three important tabs: Preliminary Cohort List, Certify Data, and Reports. The Preliminary Cohort List shows the current cohorts; the Certify Data tab is used to confirm that the list is accurate or that any discrepancies have been resolved; the Reports tab contains both the preliminary (unadjusted) and final (adjusted) cohort data as well as graduation rates.



Click on the Preliminary Cohort List tab to access the preliminary cohort list. There are two ways in which you can view the list.

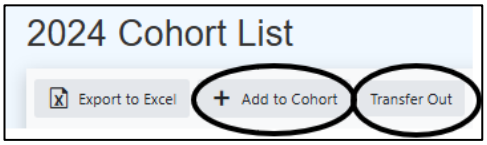
1) Browse your preliminary cohort list on the dashboard using the scroll bar or search box.

	Graduation Status	Cohort Year	School Name	Org. Code	SASID	Gender	First Name	Last Name	Exit Date (mmddyyyy)	Exit Code	Race Text
▸	Non-Graduate	2024	ABC High School	1234567	1111111111	M			06302024	15	Asian
▸	Non-Graduate	2024	ABC High School	1234567	2222222222	F			06302024	15	Hispanic/Latino of any race
▸	Non-Graduate	2024	ABC High School	1234567	3333333333	M			06132024	15	White
▸	Graduate	2024	XYZ High School	7654321	4444444444	M			06252024	15	Hispanic/Latino of any race
▸	Non-Graduate	2024	XYZ High School	7654321	5555555555	M			05062024	02	Hispanic/Latino of any race
▸	Non-Graduate	2024	XYZ High School	7654321	6666666666	F			06192024	02	White

2) Export your cohort list to Excel for review using the “Export to Excel.



After reviewing, you can submit two types of correction requests when you find data discrepancies: **add** a student to the cohort if they are missing or **remove** a student if you have proof that they transferred to another high school.



Step 2: Adding a student to the cohort

Initiating the Add to the Cohort Request

Click the “Add to Cohort” button. A pop-up window will appear with the necessary fields to add students missing from the original cohort. Fill out all the required fields. If you see a red flag, it indicates an error. Make sure you resolve it. Provide a reason for adding the missing student to the cohort. The justification comment field is the last one before submitting. A student should be added to the original cohort only if they genuinely join as a first-time ninth grader during the cohort’s entry year, or if they transfer into the district and already belong to that cohort. After entering the information, click the “Update” button to submit. You will find the new record at the top of your cohort list.

Each addition to the cohort request must be supported by documentation. To upload a document to support your corrections, expand the row using the Expand/Collapse button (

). Locate the "Manage Request" column for this request, then click “Upload Documentation” to open the upload pop-up window.



Select a file and click “Upload”.

Wait for the CSDE reviewer's decision. Once approved, the record will be highlighted in green, while red indicates denial. Submissions without documentation will be automatically denied.

Handling Errors

If you made errors in **some fields** when adding the student. Click the Expand/Collapse button ( ) to expand the list of correction requests. Click on “Request Correction”. You will see the screen below. Make the correction based on the field that you want to change. This example shows a change to Exit Type Code.

Graduation Status	Year	School Name	Org. Code	SASID	Gender	First Name	Last Nan
Non-Graduate	2024	ABC High School	1234567	1111111111	M		

+ Request Correction

Correction	Corrected Value	Justification/Reason	Status	Correction Status Notes
Add To Cohort	Add To Cohort	Missing from the original cohort		
Exit Type Code	02 - Transfer to a public school in a different local education agency in the same state		Approved	Approved by Francis

If you submitted the **wrong student** to the cohort, click the Expand/Collapse button ( ) to expand the list of correction requests. Locate the "Manage Request" column for this request, then click on the “Delete Correction Request” button. You will no longer see the student in your preliminary cohort list and they will not be considered as part of your cohort. Then repeat Step 3 above using the correct student.

Adding more than 20 students

If you need to add 20 or fewer students, you can repeat Step 3 for each student. If you need to add more than 20 students, please contact the CCVS State Reviewer at francis.apaloo@ct.gov

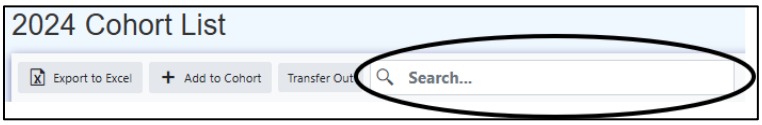
Step 3: Transferring a student out of your cohort

Initiating a request to transfer a student out of your cohort or change their graduation status.

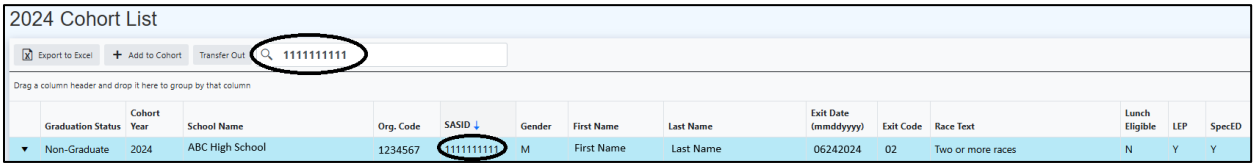
1) From the Preliminary Cohort List, click on the “Transfer Out” button. A pop-up window will appear with the required fields to remove the student from the original cohort or to change a student's graduation status.
2) Enter the SASID to locate the student you want to remove from the cohort or update their graduation status. The student's current record should appear. Make your changes, paying attention to the current exit code and the correct exit code fields.
3) After reviewing, select the appropriate exit code option from the dropdown, such as transferring to another school.
4) Add your reason in the “Correction Reason” box.
5) Then click the “Update” button to submit.

Step 4: Review the student’s record you just submitted

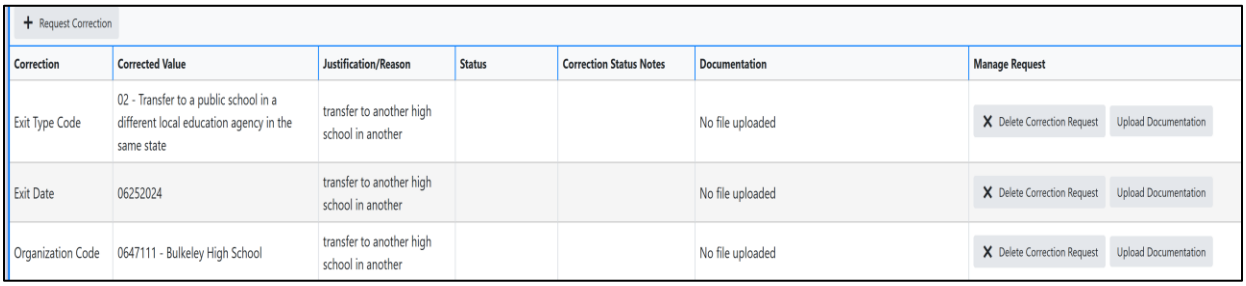
1) Enter the SASID in the “Search” box. The record appears at the top of the list and is highlighted in blue.



2) To review the record to make sure that it is the correct record.



3) Click the Expand/Collapse button ( ) to expand the display your correction requests



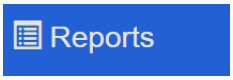
Each correction request should be supported by documentation. Uploading a document to support your corrections: look for the "Manage Request" column on the screen above, then click on “Upload documentation” to open the upload pop-up window.



Select a file and click upload. ***Note***: **You must submit a document for each change (row) in order for the change to be approved.**

Wait for the CSDE reviewer's decision. Once it's approved, the record will be highlighted in green, while red indicates denial. Submissions without documentation will be automatically denied.

Step 5: Review CCVS Reports Tab



Click on this tab located in the top middle of the dashboard, labeled Reports, to access reports in the Connecticut Cohort Verification System (CCVS). These reports determine the Adjusted Cohort Graduation Rate (ACGR) and should be reviewed carefully within the CCVS window.

CCVS offers five main reports for cohort verification:

1) Correction Request - The Correction Requests report documents all corrections submitted by a school district during the cohort review period and records the state reviewer's decisions to approve or deny.
2) Preliminary Cohort List - it offers an early snapshot of all students assigned to the district and school cohorts before corrections. It is released at the start of the CCVS window (usually fall).
3) Final Cohort List - It reflects all approved corrections and represents the finalized cohort for the reporting year (usually at the end of December). No further cohort corrections can be made after this point.
4) Preliminary Cohort Graduation Rate (ACGR) -It provides an early estimate of the district's graduation rate based on the Preliminary Cohort List, current exit codes, and corrections submitted to date. It is released at the start of the CCVS correction window.
5) Final Cohort Graduation Rate (ACGR) - It is the official, published graduation rate used for accountability, reporting, and public release. It is released annually on June 30.