# Welcome to the CIRR outcomes report template!

If your program is fixed-length, please use the template at https://docs.google.com/spreadsheets/d/197WkH1sXYJw

This template was released on 2024-03-25.

# Make a copy of this template.

To edit online with Google Sheets, go to File -> Make A Copy.

To edit on your computer, go to File -> Download As.

# Go through the worksheets in this workbook from left to right, start to finish.

Each sheet that you should edit is preceded by an instruction sheet, much like this one.

## As you go, pay attention to the color of each cell.

Grey cells are computed -- do not edit them.

Cells turn black when they should not be filled in, according to "conditional formatting" formulas in the spreadsheet.

Cells turn red when there is an error, ie missing data.

Only edit white and red cells.

Do not add or remove columns from any sheet.

The next sheet is the basic info for the report.

Make sure to replace the text in all of the white cells with your own information.

School Name	XYZ Academy	
Campus Location	Chicago	
Program Name	Full-Stack Web Development	
Reporting Period Start		The reporting period must be the calendar year. You will report on students who graduated during this period, as well as students who enrolled 6 months before this period or up to 6 months into this period.
Reporting Period End	12/30/2016	
Graduation Requirements	Complete all course modules     Complete final project     Meet with career services counselor     Attend 2 school-sponsored career events during course	
Local Conventional Salary Range		In the salary range section of the report, this is the range that will be used. It should be whatever is customary for the local country and currency. For schools in the USA, it must be \$10,000.

The next sheet is the one that will take most of your time to fill out. Get ready!
Only edit white and pink cells.
Do not edit any cells that are light grey. These are automatically calculated from the data you enter.
Do not edit any cells that are dark grey. Based on the data you inputted, these cells should not contain data.

Do not, for any reason, add or remove columns in the Student List spreadsheet. Reports submitted with changed columns will be returned for re-submission.

List each student that graduated during the reporting period.

Additionally, list each student who enrolled 6-months prior to the reporting period, who didn't graduate during the reporting period. And, list each student who graduated 6-months into the reporting period.

For example, for a report with a period of 1/1/2016-12/31/2016, you would list students who enrolled 7/1/2015-12/31/2015, and those who graduated by 6/30/2016. For definitions of "enrolled" and "graduate", see <a href="https://cirr.org/standards/standard-tracking-enrollment-and-graduation">https://cirr.org/standards/standard-tracking-enrollment-and-graduation</a>.

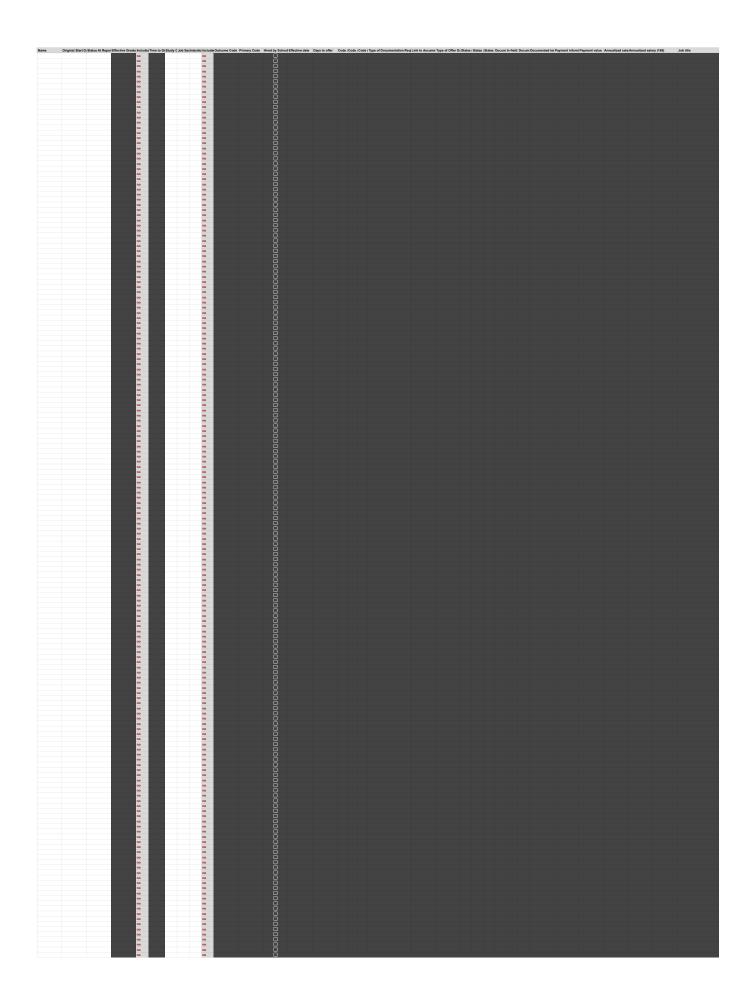
#### Add responses to students' intent surveys.

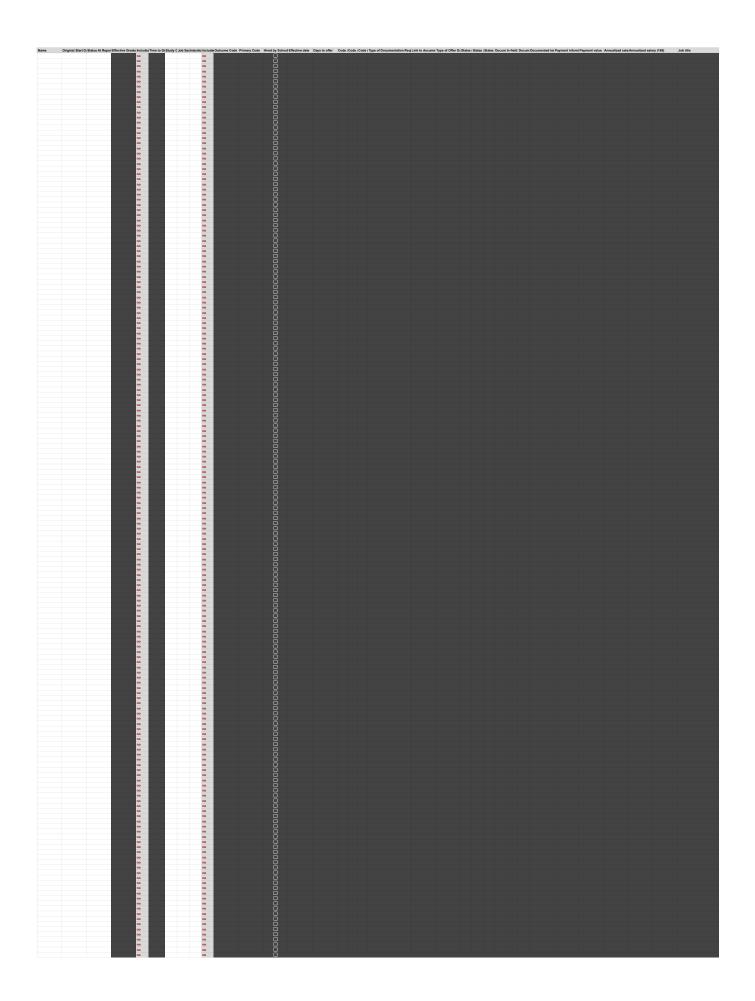
For details on the survey, see https://cirr.org/standards/standard-collecting-students-intent.

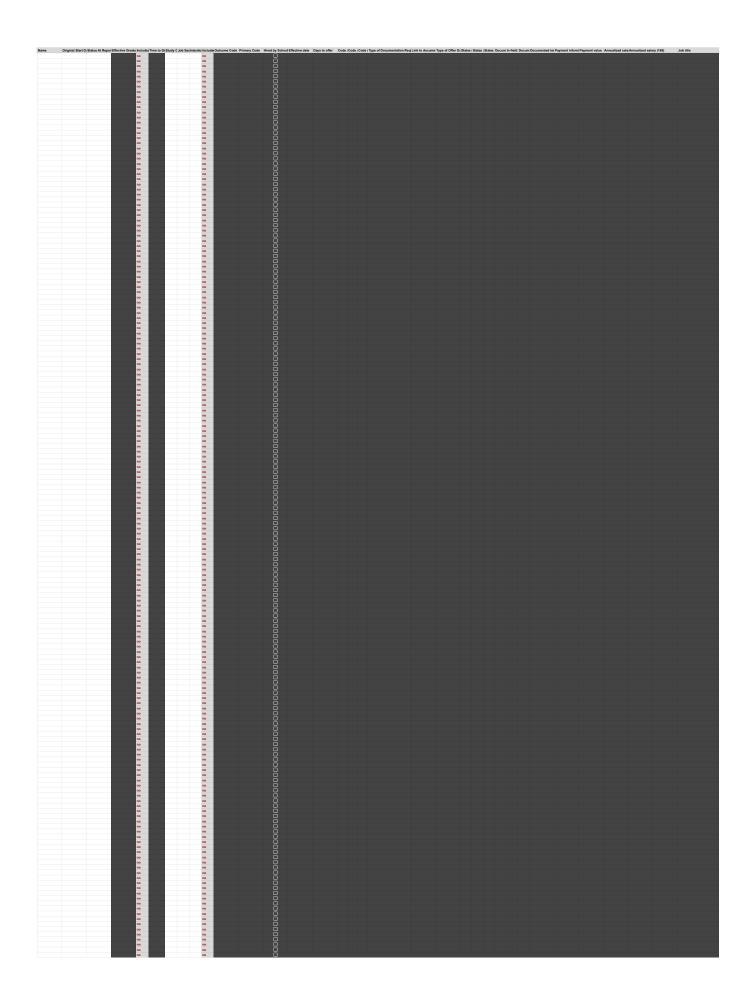
Review each entry in the Student List and assign an outcome code to that student by reviewing the documentation available for that student. For definitions of each outcome code and the required supporting documentation, see https://cirr.org/standards/standard-tracking-job-outcomes.

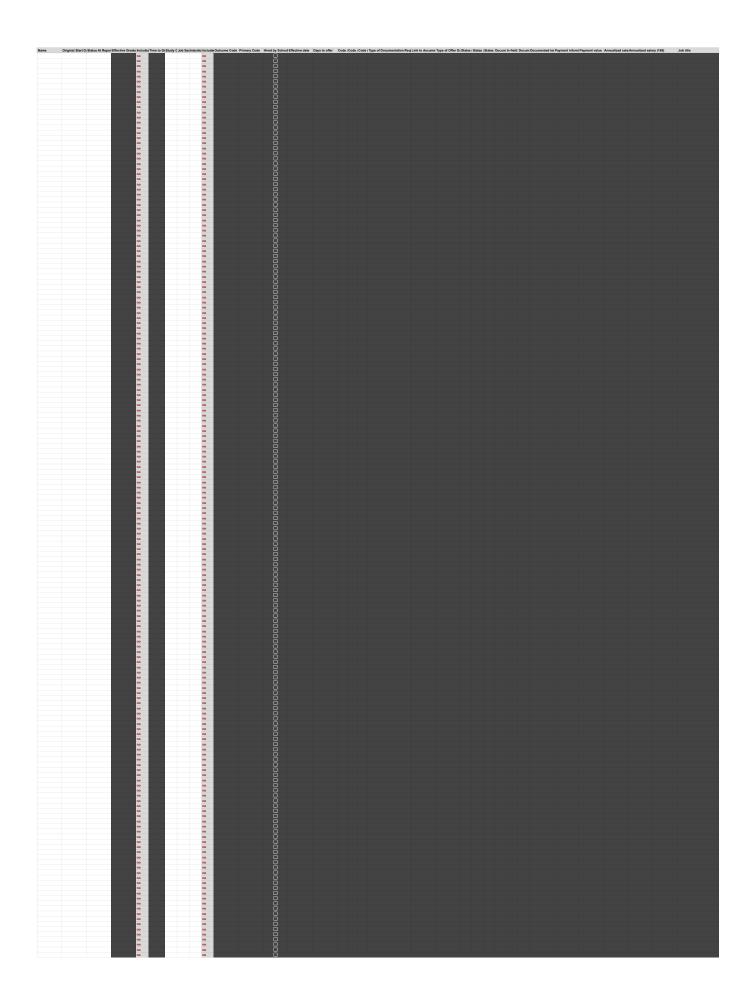
Add students' salaries and job titles when available.

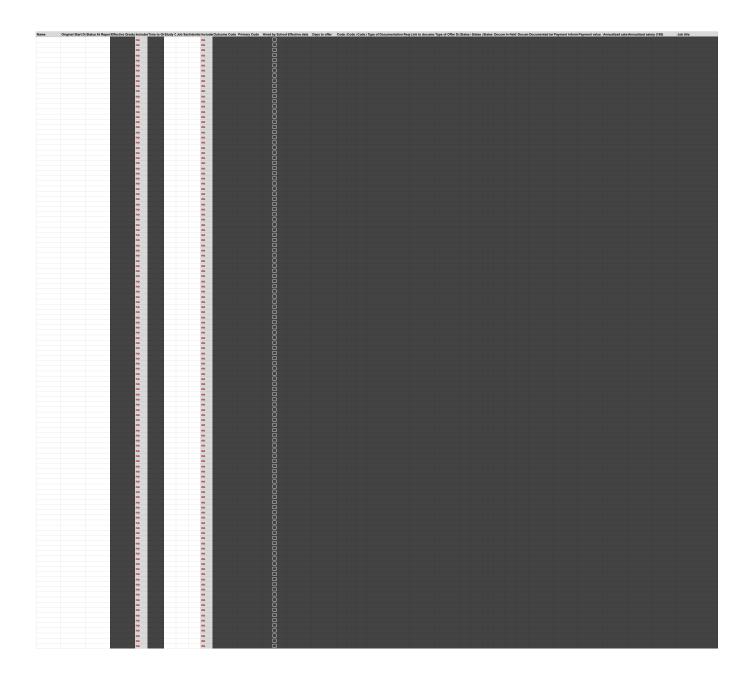
Name	Original Start Di Status At Repor	Effective Grades Includer Tim	ve to GrStudy C.J	nh Realistentin Inclus	Outcome Code Primary Code Hired by School Effective date Days	s to offer Code (Code (Code ) Type of Documentation Reg Link to docum	e Type of Offer Dr States (States ) States Docum In-field Docum Docum	menter for Payment inform Payment value Annualized sala Annua	lized salary (180) Job title
Jane Doe	3/1/2015 graduated 7/1/2015 withdrew	5/30/2016 no	456 yes y	as 1. Start yes	1A 1 8/11/2016	73 1A 1A 1A Qualifying Accepted Offer http://www.communication.com/	Written record frc Yes Yes Yes Yes SOC Yes >6 m	nonths Annual salary 68000 \$68,000.00	68000 68000 Project Manager
John Doe Jane Doe	8/1/2015 enrolled	yes yes	456 yes ya yes ya yes ya	25 no 25 no					
John Doe John Doe	9/1/2015 graduated 9/1/2015 withdrew	2/29/2016 yes	181 yes y	25 1. Start, yes 26 no 28 no 29 1. Start, yes 29 no 29 2. Remono 29 1. Start, yes	1A 1 12/29/2016	304 3 3 1A Qualifying Accepted Offer		Weekly company 2000	104000 Full-Stack Engineer
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## At this point, your work is done.

The cover sheet will automatically calculate all of your outcomes statistics.

Do not, for any reason, change the cover sheet.

No, not even for that reason. I said not for any reason.

If your outcomes statistics don't report the numbers you expect, check and update your data on the Student List.

If you think you have found an error in the cover sheet, email info@cirr.org to report it and obtain a new cover sheet.

### It is recommended that a second staff member (that did not produce the report) confirm all of the following:

The list of included students is correct. Ideally, the second staff should create another copy of the list and ensure that the it matches the one in this report. There are no red cells in the Student List sheet.

There are no blank "document link" entries in the spreadsheet.

No red flags from a deep-dive on 25% of graduates, selected randomly, and covering the following checks:

The reviewer (or the original author of the report) can access all of the linked documents.

No pattern of miscategorization, or documentation that does not meet (in part or in full) the requirements specified in this document.

For graduates with no salary data in the report, there is no salary data in the associated documentation.

## When the review is finished:

Create a copy of this spreadsheet.

Under Student List, replace the names of all the students with the word ANONYMIZED.

Move the Cover Sheet to be the first sheet in the workbook.

Submit this new spreadsheet to info@cirr.org, either as an XLSX file or shared view-only in Google Sheets.

Congratulations on completing your CIRR outcomes report!

Report Information School Name		XYZ Academy	
Campus Location		Chicago	
	Eull Of	0	nmont
Program Name		ack Web Develo	prnent
Reporting Period	1/1/2016		
Published Course Length (in days, including weekends and holidays)		Self-paced	
Graduates Included in Report		14	
Graduation Requirements			
- Complete all course modules - Complete final project - Meet with career services counselor			
Attend 2 school-sponsored career events during course Graduation Data			
Median days to graduation		119	
< 59 days		21.1%	
59-89 days		0.0%	
89-119 days		31.6%	
119-149 days		0.0%	
149-179 days		5.3%	
179+ days		0.0%	
Still enrolled as of reporting end date		21.1%	
Withdrew		21.1%	
Job Seekers			
How many students intended to seek in-field employment within 360 days of graduating?		73.7%	
How many students did not intend to seek in-field employment (returning to previous employer, no work authorization, continuing to further education, or self-enrichment)?		26.3%	r
Employment Results	90 days	180 days	360 day
1. Employed in-field	35.7%	50.0%	64.3%
1A. Full-time employee (30+ hours/week, 6+ months)	28.6%	35.7%	50.0%
1B. Full-time apprenticeship, internship, or contract position (30+ hours/week, 3-6 months)	0.0%	0.0%	0.0%
1C. Short-term contract, part-time position, freelance, or unknown length	0.0%	7.1%	7.1%
1D. Started a new company or venture after graduation	7.1%	7.1%	7.1%
2. Not seeking in-field employment	7.1%	7.1%	7.1%
2A. Employed out-of-field	0.0%	0.0%	0.0%
2B. Continuing to higher education	0.0%	0.0%	0.0%
	7.1%	7.1%	7.1%
2C. Not seeking a job for health, family, or personal reasons	111/0		21.4%
2C. Not seeking a job for health, family, or personal reasons         3. Still seeking a job in-field	50.0%	35.7%	21.4%
3. Still seeking a job in-field		35.7% 7.1%	7.1%
3. Still seeking a job in-field 4. Could not contact	50.0%		
3. Still seeking a job in-field 4. Could not contact Hired by School	50.0% 7.1%	7.1%	7.1%
3. Still seeking a job in-field 4. Could not contact Hired by School Median Annual Base Salary	50.0% 7.1% 7.1%	7.1% 14.3%	7.1% 21.4%
3. Still seeking a job in-field 4. Could not contact Hired by School Median Annual Base Salary Under \$60,000	50.0% 7.1% 7.1% \$70,000	7.1% 14.3% <b>\$70,200</b>	7.1% 21.4% \$70,200 0.0%
3. Still seeking a job in-field 4. Could not contact Hired by School Median Annual Base Salary Under \$60,000 \$60,000-\$70,000	50.0% 7.1% 7.1% \$70,000 0.0%	7.1% 14.3% \$70,200 0.0%	7.1% 21.4% \$70,200 0.0% 57.1%
3. Still seeking a job in-field 4. Could not contact Hired by School Median Annual Base Salary Under \$60,000 \$60,000-\$70,000 \$70,000-\$80,000	50.0% 7.1% 7.1% \$70,000 0.0% 66.7%	7.1% 14.3% \$70,200 0.0% 60.0%	7.1% 21.4% \$70,200 0.0% 57.1%
3. Still seeking a job in-field         4. Could not contact         Hired by School         Median Annual Base Salary         Under \$60,000         \$60,000-\$70,000         \$70,000-\$80,000         \$80,000-\$90,000	50.0%           7.1%           7.1%           \$70,000           0.0%           66.7%           33.3%	7.1%           14.3%           \$70,200           0.0%           60.0%           20.0%	7.1% 21.4% \$70,200 0.0% 57.1% 14.3%
3. Still seeking a job in-field         4. Could not contact         Hired by School         Median Annual Base Salary         Jnder \$60,000         \$60,000-\$70,000         \$70,000-\$80,000         \$80,000-\$90,000         \$90,000-\$100,000	50.0%           7.1%           7.1%           \$70,000           0.0%           66.7%           33.3%           0.0%	7.1%           14.3%           \$70,200           0.0%           60.0%           20.0%           0.0%	7.1% 21.4% \$70,200 0.0% 57.1% 14.3% 0.0% 0.0%
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3. Still seeking a job in-field         4. Could not contact         Hired by School         Median Annual Base Salary         Jnder \$60,000         \$60,000-\$70,000         \$70,000-\$80,000         \$80,000-\$90,000         \$80,000-\$100,000         Over \$100,000         Percentage of job obtainers who reported salaries	50.0%           7.1%           7.1%           \$70,000           0.0%           66.7%           33.3%           0.0%           0.0%           0.0%	7.1%           14.3%           \$70,200           0.0%           20.0%           0.0%           20.0%           20.0%	7.1% 21.4% \$70,200 0.0% 57.1% 14.3% 0.0% 0.0% 28.6%
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calculations.	es calculations t	hat are an interm		le cover sheet
Do not change f	this sheet, for an	y reason.		
Absolute number	rs (from which per	centages are calc	ulated):	
Graduation:				
59	4			
89	0			
119	6			
149	0			
179	1			
179+	0			
enrolled	4			
withdrew	4			
Total	19			
Employment:				
	90 days	180 days	180 days	
1	5	7	9	
1A	4	5	7	
1B	0	0	0	
1C	0	1	1	
1D	1	1	1	
2	1	1	1	
2A	0	0	0	
2B	0	0	0	
2C	1	1	1	
3	7	5	3	
4	1	1	1	
Total	14	14	14	
Hired by School	1	2	3	
Salary:				
\$0	0	0	0	
\$60,000	2	3	4	
\$70,000	1	1	1	
\$80,000	0	0	0	
\$90,000	0	0	0	
\$100,000	0	1	2	
Total salaries	3	5	7	
Total reporting	6	8	10	
Job Seeker Data				

Seeking 180-Day	Employment	14		
	Day Employment			
Total		19		
Unique job titles	Frequency	Total job titles	Job titles sorted b	by frequency
	0	5	Project Manager	0.4
Full-Stack Engine	0.2		Software Develop	0.4
Software Engine	0.2		Full-Stack Engine	0.2
Project Manager	0.4		Software Engine	0.2
Software Develop	0.4			0
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This sheet provids a mapping of outcomes codes to the documentation required for that code.				
It's used by the Student List sheet.				
1A	Qualifying Accepted Offer			
1B	Qualifying Accepted Offer			
1C	Qualifying Accepted Offer			
1D	Graduate Attestation			
2A	Qualifying Accepted Offer			
2B	Graduate Attestation			
2C	Graduate Attestation			
3	No Documentation Required			
4	Outreach Records			