

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](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		<i>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.</i>
Reporting Period End	1/1/2016	
	12/30/2016	
Graduation Requirements	<ul style="list-style-type: none"> - Complete all course modules - Complete final project - Meet with career services counselor - Attend 2 school-sponsored career events during course 	
Local Conventional Salary Range	\$10,000	<i>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.</i>

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 <https://cirr.org/standards/standard-tracking-enrollment-and-graduation>.

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 Dt Status At Report Effective Grade Includes Time to Gr Study C Job Bas Intentio Includes Outcome Code Primary Code Hired by School Effective date Days to offer Code / Code / Code / Type of Documentation Req Link to docume Type of Offer Dt Status | Status | Status | Docum In-Field Docum Documented for Payment Inform Payment value Annualized sala Annualized salary (180) Job title

Name	Original Start Dt	Status At Report	Effective Grade	Includes	Time to Gr	Study C	Job Bas	Intentio	Includes	Outcome Code	Primary Code	Hired by	School	Effective date	Days to offer	Code / Code / Code / Type of Documentation	Req Link to docume	Type of Offer Dt	Status Status Status	Docum In-Field	Docum Documented for Payment Inform	Payment value	Annualized sala	Annualized salary (180)	Job title	
[Redacted Content]																										

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 CIRRR outcomes report!

Report Information			
School Name	XYZ Academy		
Campus Location	Chicago		
Program Name	Full-Stack Web Development		
Reporting Period	1/1/2016	12/30/2016	
Published Course Length (in days, including weekends and holidays)	Self-paced		
Graduates Included in Report	14		
Graduation Requirements			
<ul style="list-style-type: none"> - 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%		
Employment Results	90 days	180 days	360 days
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%
2C. Not seeking a job for health, family, or personal reasons	7.1%	7.1%	7.1%
3. Still seeking a job in-field	50.0%	35.7%	21.4%
4. Could not contact	7.1%	7.1%	7.1%
Hired by School	7.1%	14.3%	21.4%
Median Annual Base Salary	\$70,000	\$70,200	\$70,200
Under \$60,000	0.0%	0.0%	0.0%
\$60,000-\$70,000	66.7%	60.0%	57.1%
\$70,000-\$80,000	33.3%	20.0%	14.3%
\$80,000-\$90,000	0.0%	0.0%	0.0%
\$90,000-\$100,000	0.0%	0.0%	0.0%
Over \$100,000	0.0%	20.0%	28.6%
Percentage of job obtainers who reported salaries	50.0%	62.5%	70.0%
Most Frequent Job Titles			
Project Manager	40.0%		
Software Developer	40.0%		
Full-Stack Engineer	20.0%		
Software Engineer	20.0%		
	0.0%		

The pink boxes represent the "canonical" number, which must be the most prominent number a school uses in its advertising.

This sheet makes calculations that are an intermediate step for the cover sheet calculations.

Do not change this sheet, for any reason.

Absolute numbers (from which percentages are calculated):

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:

This sheet provides 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