

Recommended Reports for Data Validation

READ EVERYTHING BEFORE YOU DO ANYTHING...

- The reports and processes listed here may be used by secondary and postsecondary schools.
- Select only the criteria identified to run the report listed. Changes in the criteria, changes the report.
- This is NOT an exhaustive list. The reports listed below will help you verify your data and ensure all steps have been appropriately completed.

1	Report	Statistical Report - Termination Status	
	Purpose	To verify that all Terminations are complete	
To Get Started		Click Statistical from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Pathway Definition - Preparatory Education Level - 12th Grade Student Status - All Students Report Type - Termination Status	
	Sort Order	Choose School Only	
Click Build Report - make sure you have Report Format Default (PDF)			
What You Want To See	Check the Termination Status Rate at the bottom. If it reads 100%, you have finished terminating all seniors. If it is anything below 100%, run report 2, Class List Report for Seniors		

2	Report	Class List Report for Seniors		
	Purpose	To find which students have not yet been terminated		
To Get Started		Click Class List from the Reports Menu; then Next		
What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Pathway Definition - Preparatory Education Level - 12th Grade Student Status - All Students		
	Sort Order	Choose Pathway Only		
	Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Termination Status	<input checked="" type="checkbox"/> SSID <input checked="" type="checkbox"/> Termination Date	<input checked="" type="checkbox"/> Student Objective
Click Build Report - make sure you have Report Format Default (PDF)				
What You Want To See	Check the Termination Status and/or Termination Date columns to locate students without terminations. The report will group the students by pathway so that you can have a list, by pathway, of those students without terminations.			

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3	Report	KOSSA Results Report	
	Purpose	To determine if your KOSSA data in TEDS reflects the same information that was on your KOSSA School Report from ESESS	
To Get Started		Click KOSSA Results from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates	
	Sort Order	Choose Test Name then Pathway	
Click Build Report - make sure you have Report Format Default (PDF)			
What You Want To See	Check the Total Taken and Total Passed against the totals from ESESS. If they do not match, run report 4, Class List for KOSSA Identification		
	PLEASE NOTE: (1) If a student took a KOSSA and it counts in two or more pathways for that student, it will show more than once in the report. (2) If you have a student in your TEDS and they take a KOSSA at another location, but it qualifies for your pathway for the student, it will show on the report.		

4	Report	Class List for KOSSA Identification	
	Purpose	To find all students that are listed as having taken KOSSA. If the data is in TEDS, the report will list the students and the name of the KOSSA	
To Get Started		Click Class List from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Education Level - High School (9th-12th) Student Status - All Students Certifications - KOSSA	
	Sort Order	Choose Pathway Only	
	Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Education Level <input checked="" type="checkbox"/> KOSSA Test Passed	<input checked="" type="checkbox"/> SSID <input checked="" type="checkbox"/> KOSSA Test
Click Build Report - make sure you have Report Format Default (PDF)			
What You Want To See	The report groups students by pathways and shows any KOSSA associated with the student. Check to make sure every student that took the KOSSA has the appropriate test(s) listed for them in TEDS. If a student does not have a KOSSA, contact the KOSSA Administrator at OCTE.		
	REMEMBER: These scores appear in the school year the test is taken. If you do not see a student's score, first verify what year the KOSSA was taken.		

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5	Report	Duplicate Federal Indicator Report	
	Purpose	To verify that all students have a Federal Indicator marked for one and only one program	
To Get Started		Click Duplicate Federal Indicator from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Current Year Student Status - All Students	
Click Build Report - make sure you have Report Format Default (PDF)			
What You Want To See	The report groups all of a student's enrollments together. You want to see A BLANK REPORT . This indicates that each student has one and only one indicator. If you have a list of students and ❖ two are marked yes , one must be removed ❖ none are marked yes , one needs to be marked REMEMBER: If the student is enrolled as exploring in one pathway and preparatory in another , the indicator <u>MUST</u> be on a preparatory pathways		
	To change the indicator 1. Go to schoolwide enrollment (remember to select ALL Students, then Search) 2. Either check or uncheck the box in the federal report column depending on need		

6	Report	Employment - Transition Status	
	Purpose	To verify that all prior year completer and high school graduates have follow up data entered for them	
To Get Started		Click Statistical from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Prior Year Dupe/Non-Dupe - Duplicates Termination Status - Completer and HS Graduate Education Level - 12th Grade Student Status - All Students Report Type - Employment-Transition Status	
	Sort Order	Choose Pathway Only	
Click Build Report - make sure you have Report Format Default (PDF)			
What You Want To See	The report groups students according to the pathway they completed. Check the Employment-Transition Status Rate . ❖ If it reads 100%, then you have followed up on all required students. ❖ If it is anything below 100%, run report 10, Class List for Missing Follow-Up Data <i>This report also shows the percentage for each possible follow up status by category and Total Successful Transition Rate.</i>		
	Follow up data is due by February 28th Data locks June 30th		

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7	Report	Enrollment Report for Import Verification	
	Purpose	To verify the total number of active enrollments you have listed in TEDS. Run this report a day AFTER importing data into TEDS	
	To Get Started	Click Enrollment from the Reports Menu; then Next	
	What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates
		Sort Order	Choose Pathway Only
	Click Build Report		
	What You Want To See	The report will show you aggregate numbers of students, by pathway. It will also give you a grand total at the bottom. The grand total should match very closely the number at the top of the Enrollment data export from Infinite Campus when exported as HTML . If the numbers do not match, then the import from IC to TEDS was not successfully completed. You can run this same report, <u>replacing Duplicates with Non-Dupes</u> , to verify against the demographic data type from Infinite Campus	

8	Report	Student Assessment Summary	
	Purpose	To find all students enrolled in your TEDS that are listed as having taken ANY assessment. If the data is in TEDS, the report will list the students, the name of each assessment and the score and/or met benchmark.	
	To Get Started	Click Student Assessment Summary from the Reports Menu; then Next	
	What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Student Status - All Students
		Sort Order	N/A (leave blank)
		Data To Show	Leave default settings as is
	Click Build Report - make sure you have Report Format Default (PDF) *		
	What You Want To See	The report lists each student by pathway and shows the status of any assessment associated with the student. If a student took the KOSSA, it will also list the year it was taken. If the student took any CTE assessments while enrolled at other schools in Kentucky, this report will also show those scores listed by school name. If the student is not enrolled in any pathways at your school, they will not show up in the report. * This report can also be run as a sortable excel file by changing Report Format to CSV File and saving it as Excel document.	

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9	Report	Class List for College and Career Readiness Data	
	Purpose	to find which students are being reported to the Office of Assessment and Accountability as receiving a KOSSA certificate or an Industry Certificate	
To Get Started	Click Class List from the Reports Menu; then Next		
What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Student Objective - Preparatory Education Level – 12 th Grade Student Status - All Students	
	Sort Order	N/A (leave blank)	
	Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Industry Certs <input checked="" type="checkbox"/> ASVAB Passed	<input checked="" type="checkbox"/> SSID <input checked="" type="checkbox"/> KOSSA Test <input checked="" type="checkbox"/> WorkKeys Passed
Click Build Report	<ul style="list-style-type: none"> ⬇ Save CSV file then open it in Excel ⬇ Adjust columns so all information is visible ⬇ Click “Sort and Filter” in the menu bar at the top, then click Filter ⬇ Using the small arrows at the top of the column labeled Home School, sort or filter as needed 		
What You Want To See	This report will show all students and their associated KOSSA and/or Industry Certificates for the <u>selected school year</u> .		
REMEMBER: Certificates and scores appear in the school year they are taken/earned. If you do not see a student’s score or certificate, first run Report 8 Student Assessment Summary to verify what year it was taken/earned and whether it was entered.			

9A	Report	DISAGGREGATED Class List for College and Career Readiness Data <i>For ATC and CTC use</i>		
	Purpose	To create a list, disaggregated by school, showing which students are reported to the Office of Assessment and Accountability as receiving a KOSSA certificate or an Industry Certificate		
To Get Started	Click Class List from the Reports Menu; then Next			
What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Student Objective - Preparatory Education Level – 12 th Grade Student Status - All Students		
	Sort Order	N/A (leave blank)		
	Report Format	Change to CSV File (can be opened in Excel)		
	Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Industry Certs	<input checked="" type="checkbox"/> SSID <input checked="" type="checkbox"/> KOSSA Test	<input checked="" type="checkbox"/> Home School <input checked="" type="checkbox"/> KOSSA Test Passed <input checked="" type="checkbox"/> Pathway
Click Build Report	<ul style="list-style-type: none"> ⬇ Save CSV file then open it in Excel ⬇ Adjust columns so all information is visible ⬇ Click “Sort and Filter” in the menu bar at the top, then click Filter ⬇ Using the small arrows at the top of the column labeled Home School, sort or filter as needed 			
What You Want To See	This report will show all students and their associated KOSSA and/or Industry Certificates for the <u>selected school year</u> .			
REMEMBER: Certificates and scores appear in the school year they are taken/earned. If you do not see a student’s score or certificate, first run Report 8 Student Assessment Summary to verify what year it was taken/earned and whether it was entered.				

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10	Report	Class List for Missing Follow-Up Data	
	Purpose	To find students that do not currently have follow-up data entered and must still be completed	
To Get Started		Click Class List from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Prior Year Dupe/Non-Dupe - Duplicates Pathway Definition - Preparatory Student Objective - Preparatory Termination Status - Completer and HS Graduate Education Level - 12 th Grade Student Status - All Students	
	Sort Order	N/A (leave blank)	
	Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Employment Status <input checked="" type="checkbox"/> Pathway	
Click Build Report			
What You Want To See	This report shows each student in the group and their follow-up status. If a student on the list does not show an Employment Status, that student must have follow-up entered for him/her. You will need to go back to Follow-up, Student Folio Report to find student's document ID #, then follow instructions for How to Process Student Follow-Up Information .		

11	Report	Class List for Determining Federal Indicator	
	Purpose	To verify that you have the enrollment that you want to count for Perkins Accountability is marked as the federal indicator	
To Get Started		Click Class List from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Student Status - All Students	
	Sort Order	N/A (leave blank)	
	Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Pathway <input checked="" type="checkbox"/> Student Objective <input checked="" type="checkbox"/> Federal Indicator <input checked="" type="checkbox"/> Termination Status <input checked="" type="checkbox"/> KOSSA Test <input checked="" type="checkbox"/> KOSSA Test Passed <input checked="" type="checkbox"/> Industrial Certificates	
Click Build Report			
What You Want To See	This report will show which pathway is marked with the federal indicator for each student. If a student is preparatory in at least one pathway, then the preparatory pathway MUST be marked as the federal indicator. If a student is exploring in all pathways, then it is school choice.		
** If a student is preparatory in more than one pathway, it is important to consider other factors such as completion (Non-Traditional Completion Report) and industry certifications and KOSSA (Technical Skill Attainment Report). Students in non-traditional pathways give your school more credit on the Non-Trad participation report.			

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12	Report	Class List using the Credit Hours Field	
	Purpose	To determine completion status of preparatory seniors and to determine if students have been marked with the correct objective	
To Get Started		Click Class List from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Education Level - 12 th Grade Student Status - All Students	
	Sort Order	N/A (leave blank)	
	Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Credit Hours	<input checked="" type="checkbox"/> Pathway <input checked="" type="checkbox"/> Student Objective <input checked="" type="checkbox"/> Termination Status
Click Build Report			
What You Want To See	This report shows the student objective and the number of credits earned in the career pathway for each 12 th grade student. Based on credits earned, you can determine if the student has the correct objective and, whether he/she received enough credits (4) to be terminated as a Completer.		
NOTE: You can only use this report if you have used the suggested method of data entry, which includes completing the Credit Hours field for all students.			

13	Report	Perkins 4 Performance Measures	
	Purpose	To verify the data that is being reported to the federal government on your Career and Technical Education programs	
To Get Started		Click Perkins 4 Performance Measures from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year – Current Year or Prior Year Report Scope –Post Secondary or Secondary Performance Measure – <u>for secondary</u> , choose the Measure with an ‘S’ in the title such as 1S1 <u>for postsecondary</u> , choose the Measure with an ‘P’ in the title such as 1P1	
	Sort Order	N/A (leave blank)	
Click Build Report			
What You Want To See	This report shows each career pathway at your school and a breakdown of how students in that career pathway are performing on the chosen measure. To be included on this report: <ul style="list-style-type: none"> ❖ the enrollment record must be checked as the Federal ID ❖ the student must be in 12th grade (for secondary); and ❖ the student must be terminated Each report will give the definition of the numerator and denominator at the top. The report also shows the state goal and if each career pathway met or did not meet the goal.		

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14	Report	Student Career Readiness Report (Secondary Only)	
		Purpose	To determine career readiness status of students with enrollments for the selected year
To Get Started		Click Student Career Readiness from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Current Year* Dupe/Non-Dupe – Non-Duplicates Pathway Definition - Preparatory Student Status - All Students Education Level – 11 th and 12 th Grade	
	Student Criteria	N/A (leave blank)	
Click Build Report			
What You Want To See	A record of what assessments the student has taken, any industry certificates earned and whether the student is college and/or career ready.		
* This report uses the school year selection to build the list of students and pathways. If students are not enrolled in the pathway in the selected year, the students will not show in the report			

15	Report	Class List for Student Status at Another School (Secondary Only)	
		Purpose	To determine career readiness status of your students with active enrollments at other schools (ATCs/CTCs, etc.) for the selected year
To Get Started		Click Class List from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Student Status - All Students Select Home School Only check box	
	Sort Order	N/A (leave blank)	
	Data to Show	✓ Student Name ✓ Student Objective ✓ ASVAB ✓ KOSSA Test ✓ WorkKeys	✓ Pathway ✓ Industrial Certificates ✓ ASVAB Passed ✓ KOSSA Test Passed ✓ WorkKeys Passed
Click Build Report			
What You Want To See	A record of what assessments the student has taken, any industry certificates earned and whether the student is college and/or career ready at the other location.		
* This report uses the school year selection to build the list of students and pathways. If students are not enrolled in the pathway in the selected year, the students will not show in the report			

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16	Report	Home School Report	
	Purpose	To identify and verify the number of secondary students served by ATCs and postsecondary institutions	
To Get Started		Click Home School Report from the Reports Menu; then Next	
What to Select		<i>Report Criteria</i>	School - Your School School Year - Current Year
Click Build Report			
What You Want To See		A list, broken down by district, then school showing the number of students and attend hours in each school.	
What You Need to Do		<ol style="list-style-type: none"> 1. Save and print a copy of the current year home school report. 2. Separate the document by district (<i>each district should start on a new page</i>) 3. Send a copy of the report to each district served for superintendent signature 4. Return signed Home School Report by November 1 of the current school year <p style="margin-left: 40px;">* Attend Hours are calculated based on all enrollments in the pathway * Student Count is calculated for those that have the federal indicator marked in the pathway</p>	
REMEMBER: This form is due to KDE by November 1 of the current school year			