

Custom Report: Dual Credit Scholarship – The purpose of this report is to create a single file to submit to KHEAA for students who may be eligible to receive funding from the Dual Credit Scholarship and/or the Work Ready Scholarship. To receive funds, KHEAA requires the last four digits of the student’s social security number and full mailing address. Student email addresses are recommended to expedite scholarship processing. Courses must be set up per the [Dual Credit Data Standard](#) to be included in these reports.

The Dual Credit Scholarship Program is for 11<sup>th</sup> and 12<sup>th</sup> grade students taking dual credit courses. The Work Ready Scholarship is for 9<sup>th</sup> through 12<sup>th</sup> grade students taking Career and Technical Education dual credit courses.

NOTE: Given the personally identifiable data in this file, best practices for security must be applied.

**KDE Contact:** [Scott. U'Sellis](#), Academic Program manager, Office of Career & Technical Education

**Pathway:** KY State Reporting > KDE Reports > Dual Credit Scholarship

*NOTE: Users must be granted access by local KSIS administrator before they will see this report.*

**Selection Criteria:** Select report type.

**Step 1 - Error Report:** Open in Excel to view errors, then correct in IC.

| StudentSSN | LastName | FirstName | MiddleInitial | DateofBirth | Street Address/PO/Route | City   | State | Zip Code | Zip plus 4 | Dist_Number | Sch_Number | GradeLevel | Academic Year | Email Address | SSID       | CTE |
|------------|----------|-----------|---------------|-------------|-------------------------|--------|-------|----------|------------|-------------|------------|------------|---------------|---------------|------------|-----|
|            | MOUSE    | MICKEY    | M             | 20000629    | P.O. Box 1733           | DISNEY | KY    | 40101    |            | 301         | 410        | 12         | 20182019      |               | 1234567890 | N   |
| 1598       | DUCK     | DAISEY    | D             | 20011022    |                         |        |       |          |            | 301         | 410        | 10         | 20172018      |               | 4567891591 | Y   |

- Run the report at the school level.
- Each student returned on the Error Report has a missing/incomplete data element required by KHEAA.
- KHEAA will reject incomplete records without producing an error at time of submission.
- Missing data elements will be highlighted in yellow and must be corrected in IC.
  - Please note the birthdate is in year/month/day format.

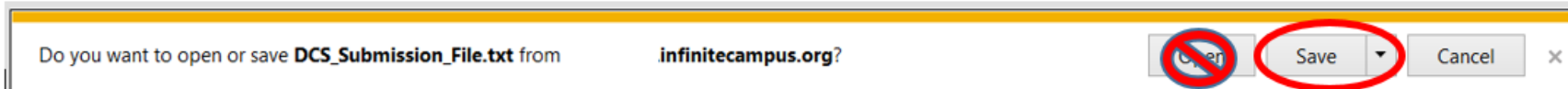
- Only Middle Initial, Zip plus 4, and Email Address may be blank.
- Providing an email address allows KHEAA to contact the student in a timely manner.
- Run the Error report until it returns no students before moving on to Step 2 - Validation Report.

**Step 2 - Validation Report:** Open in Excel to validate dual credit students.

| StudentSSN | LastName | FirstName | MiddleInitial | DateofBirth | Street Address/PO/Route | City   | State | Zip Code | Zip plus 4 | Dist_Number | Sch_Number | GradeLevel | Academic Year | Email Address | SSID       | CTE |
|------------|----------|-----------|---------------|-------------|-------------------------|--------|-------|----------|------------|-------------|------------|------------|---------------|---------------|------------|-----|
| 9586       | MOUSE    | MICKEY    | M             | 20000629    | P.O. Box 1733           | DISNEY | KY    | 40101    | 301        | 410         | 12         | 20182019   |               |               | 1234567890 | N   |
| 1598       | DUCK     | DAISEY    | D             | 20011022    | 123 Lake Rd.            | DISNEY | KY    | 40101    | 301        | 410         | 10         | 20172018   |               |               | 4567891591 | Y   |

- Complete Step 1 before running the Validation Report.
- This report provides a readable version of the Submission File.
- Run the report at the school level.
- Verify all 11<sup>th</sup> and 12<sup>th</sup> grade students taking dual credit courses through DCS participating institutions are included.

**Step 3 - Submission File:** Save in a secure location as a csv file, then upload to KHEAA.



- Run the Submission File for All Schools only after Steps 1 and 2 are completed.
- Save the file in a secure location for upload to KHEAA.
- DO NOT open the Submission File. This may corrupt the file formatting and the file will not properly upload to KHEAA.
- KHEAA allows uploads throughout the year and will ignore previously submitted students. To modify existing student information, contact KHEAA.
- Permanently delete the file once upload is complete.