

Infinite Campus: Dual Credit Course Tracking Quick Reference Card

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Custom Report: Dual Credit Course Tracking – The purpose of this report is to generate a document of completed and scheduled courses with Difficulty Level = DC per student. When run for all students, there will be a page break between students. The report will allow school counselors and other advisors to work with students while planning future dual credit courses.

Selection Criteria: Use the Campus toolbar to select a year and a school. To generate the report for all students, leave the State ID field blank. To generate the report for a single student, enter the student's State ID. Click the Generate Report button.

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Pathway: KY State Reporting | KDE Reports | Dual Credit Course Tracking

Report criteria and output information: Dual Credit Course Tracking will have a page break between students and be generated in PDF format.

Cohort Year: Expected year of graduation based on date entering 9th grade. If blank, update the Graduation tab.

Program Area: Check boxes that can be used by student and/or counselor to track dual credit work.

Grade: Grade level when course was taken

Course Number: Local course number from transcript or schedule

College Course Name: Local course name from transcript or schedule

College/University Name: Scheduled course's Dual Credit School name, blank if from transcript

Instructor: Left blank for completion by student and/or counselor

Grade/Credits Earned: Final/in progress grade for current courses or the number of high school credits earned for the course on the transcript, left blank if course is scheduled but not in progress

Type of Class (GE/TE): GE = General Education or TE = Technical Education is based on state course code. Some general education courses may be part of a career/technical education pathway.

Scholarship Used? (WR/DCS): Left blank for completion by student and/or counselor. WR = Work Ready Kentucky Scholarship, DCS = Dual Credit Scholarship

The report includes fields Student Name, Cohort Year and Program Area. The coursework table includes columns: Grade, Course Number, College Course Name, College/University Name, Instructor, Grade/Credits Earned, Type of Class GE/TE and Scholarship Used? (WR/DCS).

Report Sample: The report will generate in PDF format.

Dual Credit Tracker - "Make Every Credit Count"

Student Name: Dual Credit Student

Cohort Year: 2022

Program:

- | | |
|--|---|
| <input type="checkbox"/> General Education/Non CTE Program | <input type="checkbox"/> Health Science |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Business & Marketing | <input type="checkbox"/> JROTC |
| <input type="checkbox"/> Construction Technology | <input type="checkbox"/> Law & Public Safety |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Manufacturing Technology |
| <input type="checkbox"/> Engineering Technology | <input type="checkbox"/> Media Arts |
| <input type="checkbox"/> Family & Consumer Science Education | <input type="checkbox"/> Transportation Education |

Post High School Goals:

- ☐ Earn CTE credential
☐ Earn KCTCS Associate of Applied Science Degree
☐ Earn KCTCS Associate of Arts and Transfer
☐ Earn KCTCS Associate of Science and Transfer
☐ Enroll at a 4-year school
☐ Apprenticeship
☐ Military
☐ Work
☐ Other: _____

Dual Credit Course Work:

Grade	Course Number	College Course Name	College/University	Instructor	Grade/Credits Earned	Type of Class (TE/GE)	Scholarship Used? (WR/DCS)
11	ENG101SKCTC	ENG 101 SKCTC WRITING I	Southeast Comm & Tech College			GE	
11	MAT150KCTCS	MAT 150 College Algebra	Southeast Comm & Tech College			GE	
11	MAT155KCTCS	MAT155 TRIGONOMETRY	Southeast Comm & Tech College			GE	

Type of Class – TE = Technical Education; GE = General Education

Scholarship Used

Dual Credit Scholarship (DCS) – Max two total for any type of dual credit course for Juniors and/or Seniors. <https://tinyurl.com/362eszuu>
 Work-Ready Dual Credit Scholarship (WR). Two scholarships per year for eligible dual credit CTE courses. <https://tinyurl.com/fu9nxa>

Suggested report uses:

- Work with students to monitor and plan dual credit courses
- Use blank lines to plan for future dual credit courses
- Work with students to monitor and plan usage of [Work Ready Kentucky Dual Credit Scholarship](#) and [Dual Credit Scholarship](#) funds
- Help students ensure college transcripts are requested for dual credit work and shared as part of post-secondary applications.