Custom Report: HS Graduation Requirements Tracking - The purpose of this report is to monitor students' progress toward the state's minimum high school graduation requirements. The report returns a list of all active students with a primary enrollment. The report includes columns for graduation requirements that are recorded in IC and those that are not. If the data is not available in IC, the column will be blank.

The credits earned columns are based on state codes and credit groups. Credits may report incorrectly if the state code is blank or the credit group uses an unexpected eTranscript subject area. This report is updated each weekend. Keep this in mind when reviewing data that has changed during the week. See KDE's Graduation Requirement Webpage for details on state graduation requirements.

Selection Criteria: Use the Campus toolbar to select the school year/school/calendar you would like to use for the report. Choose "All Schools" to include all schools and calendars within the district. **Use the Cohort End Year parameter to change from the default cohort 2021 to report students from cohort 2020 through 2025.** Check *Report only students off track* to only report students whose credits are not on track, have not passed the Civics test, or have been retained. Click the Generate Report button.

KDE Contact: Michelle Sircy, Office of Teaching and Learning

Pathway: KY State Reporting / KDE Reports / HS Graduation Requirements Tracking

Report Sample: The report will generate in Excel. The report is sorted by District, School, Grade, Last Name, and First Name.

End Year	District Number	District Name	School Number	School Name	SSID	Last Name	First Name	Middle Name	Grade	Cohort End Year	Credits On Track	Total Credits Earned	English Credits Earned	Math Credits Earned	Science Credits Earned	Social Studies Credits Earned	Health Credits Earned	PE Credits Earned	Visual Performing Arts Credits Earned	Other Credits (should be assigned to ILP)	Civics Exam Passed	Demonstrated Competency in Technology	Gender	Race Ethnicity	Student with Disability	Economically Disadvantaged	English Learner	Report Run Date
2020	999	A District	999	A HIGH SCHOOL	9900000011	Student	One		09	2021	Yes	3	1	0	0	0	0.5	0.5	0	1	Yes		Female	Hispanic/Latino	No	No	Yes	05/07/2020
2020	999	A District	999	A HIGH SCHOOL	9900000015	Student	Five		09	2021	Yes	4.5	1.5	0	0	0	0.5	1.5	1	0			Male	White	No	No	No	05/07/2020
2020	999	A District	999	A HIGH SCHOOL	9900000014	Student	Four		10	2021	No	8	2	1	0	1	0.5	0.5	1	2	Yes	Yes	Male	Asian	No	Yes	No	05/07/2020
2020	999	A District	999	A HIGH SCHOOL	9900000013	Student	Three		10	2021	No	11.5	2	2	1.5	2	0.5	0.5	2	1	Yes		Male	White	No	Yes	No	05/07/2020
2020	999	A District	999	A HIGH SCHOOL	9900000018	Student	Eight		11	2021	No	12	2	1	1	1	0.5	0.5	1	5	Yes		Male	White	No	Yes	No	05/07/2020
2020	999	A District	999	A HIGH SCHOOL	9900000019	Student	Nine		11	2021	Yes	14	2	2	2	2	0.5	0.5	1	4	Yes		Male	Black or African	No	Yes	No	05/07/2020
2020	999	A District	999	A HIGH SCHOOL	9900000017	Student	Seven		11	2021	Yes	14	2	2	2	2	0.5	1.5	2	2	Yes		Female	White	No	No	No	05/07/2020
2020	999	A District	999	A HIGH SCHOOL	9900000016	Student	Six		11	2021	No	12	2	2	2	2	0.5	0.5	2	1	Yes		Male	White	No	Yes	No	05/07/2020

Data Element detail:

Cohort End Year – Based on the date first entered Grade 09. The date is automatically populated when a Grade 09 enrollment is created in Infinite Campus. Students who entered a Kentucky school after ninth grade must be manually assigned to their cohort. Path: Student Information / Graduation

Credits on Track – Has the student earned the minimally expected credits per subject area to start the grade?

- Yes, if meets minimal expectations
- No, if below minimal expectations for one or more subject areas for starting the grade. Credits on Track and the credits earned for specific subject area(s) will be highlighted, for details see highlighting rules. These are generalized expectations and may not be what is expected by the reported school or district.

Total Credits Earned – Sum of credits earned when the credit type has an eTranscript subject area (PESC name). Districts/Schools determine the credit types used on their transcripts. Infinite Campus uses a standard list of eTranscript subject areas to determine if an entry will be included on an eTranscript. This report utilizes the same information to identify high school credits and group them by subject area. See *Credit Group Setup* in the eTranscript Data Standard for more information.

English Credits Earned – Sum of credits earned from credit types with eTranscript subject area: EnglishLanguageLiterature.

Math Credits Earned – Sum of credits earned from credit types with eTranscript subject area: Mathematics.

Social Studies Credits Earned – Sum of credits earned from credit types with eTranscript subject area: SocialSciencesHistory.

Health Credits Earned – Sum of credits earned for state course code 340133 (Health); half of credits earned for state course code 340290 (Integrated HPE); and credits earned for state course code 200161 (FACS Essentials Health) when from credit type with eTranscript subject area: PhysicalHealthSafetyEducation.

PE Credits Earned – Sum of physical education credits earned from credit types with eTranscript subject area: PhysicalHealthSafetyEducation minus the credits reported in Health Credits Earned.

Visual Performing Arts Credits Earned – Sum of credits earned from credit types with eTranscript subject area: FinePerformingArts.

Other Credits – Sum of credits earned from credit types with eTranscript subject areas: AgricultureFoodNaturalResources, ArchitectureConstruction, BusinessMarketing, CommunicationsAudioVisualTechnology, ComputerInformationSciences, EngineeringTechnology, ForeignLanguageLiterature, HealthCareSciences, HospitalityTourism, HumanServices, Manufacturing, MilitaryScience, Miscellaneous, PublicProtectiveGovernmentService, ReligiousEducationTheology, or TransportationDistributionLogistics.

Civics Exam Passed – Districts decide how to conduct and document the Civics Exam. KDE published a Civics assessment for use if desired.

- Yes, if Infinite Campus has a district loaded Civics assessment with a passing score.
- No and highlighted, if Infinite Campus has a district loaded Civics assessment without a passing score.
- Blank, if no Civics assessment is found.

Demonstrated Competency in Technology – districts define how this requirement is met and recorded.

- Yes, if student has a credit earned for state course code 060112 (Digital Literacy).
- Blank, if previously mentioned course code is not used. Districts may manipulate this column to track requirements which fulfill this competency.

Financial Literacy Course/Program Completed – districts can define how this requirement is met and recorded.

- Yes, if student has a credit earned for state course code 201010 (Money Skills), 060170 (Personal Finance CTE), 201011 (Money Skills for Mathematics) or 080719 (Personal Finance Math).
- Blank, if previously mentioned course code is not used for Cohort 2024 and higher. Districts may manipulate this column to track requirements which fulfill this competency.
- N/A, when not required for Cohort 2020-2023.

Essential Workplace Ethics Instruction Received – districts define how this requirement is met and recorded.

- Blank, for district use for Cohort 2023 and higher. Districts may manipulate this column to track requirements which fulfill this competency.
- N/A, when not required for Cohort 2020-2022.

Highlighting Rules for credits earned by subject area:

The sum will be highlighted if a subject area is below the minimal expectations for starting the grade. Math credits are checked for specific courses by the state course code. The report uses generalized expectations and may not be what is expected by the reported school or district.

- Students beginning in Grade 09 are not expected to have any credits earned.
- Students beginning in Grade 10 are minimally expected to have
  o 1 credit earned in English, Science, Social Studies and Other
  o 1 credit earned in Math in Algebra 1 (270304)
  o 0.5 credit earned in both Health and PE

- Students beginning in Grade 11 are minimally expected to have
  - 2 credits earned in English, Science, Social Studies and Other
  - 2 credits earned in Math, one each in Algebra 1 (270304) and Geometry (270401)
  - 0.5 credit earned in both Health and PE
  - 1 credit earned in Visual and Performing Arts
- Students beginning in Grade 12 are minimally expected to have
  - 3 credits earned in English, Math, Science, Social Studies and Other
  - 3 credits earned in Math, one each in Algebra 1 (270304), Geometry (270401) and Algebra II (270311)
  - 0.5 credit earned in both Health and PE
  - 1 credit earned in Visual and Performing Arts

Suggested report uses:

- Review for missing students from the selected **Cohort End Year**.
  - Only students with a primary enrollment in the selected year and calendar will be reported.
  - Students who entered a Kentucky school after ninth grade must be manually assigned to their cohort. Run Student Information / Reports / Graduation Cohort Validations report with Validation Type: Incomplete Cohort Data to identify students who are missing cohort data. See the Graduation Data Standard for Kentucky specific guidance on adding data.
- Filter on **Cohort End Year** by color for yellow.
  - These students are below the expected grade for their cohort.
  - This report evaluates credits based on the grade level, so the minimums may not be appropriate for students doing credit recovery.
- Filter on **Credits On Track** for No.
  - Do the *Highlighting Rules for credits earned by subject area rules* align with the school's expectations for course progression?
  - Should the students be working on credit recovery?
  - Are certain subjects unexpectedly highlighted for most students?
    - For example, **Visual Performing Arts Credits Earned** is 0 for most students.
      - If the school uses credit type Electives for VPA courses. This report will include those credits in **Other Credits Earned**. To get more accurate reporting, the credit type would need to be more specific. Updating current/future courses will make new credits report by subject. However, modifying existing transcript entries is time consuming and may not be beneficial.
      - If the school uses a specific VPA credit type using PESC Name: Miscellaneous, changing it to FinePerformingArts will make all existing credits report under VPA after the weekend backup occurs.
    - Verify that all high school credit groups use the PESC Name (eTranscript subject area) that best matches the credit group's content via Path: Grading & Standards / Credit Groups. See *Data Element detail* for the PESC Name the report uses for each subject. Elementary and Middle School credit groups should not have a PESC Name.
  - If credits earned are not reporting in the expected subject:
    - To find high school transcript entries that are missing a credit type, run Ad Hoc Reporting / Data Export / State Published / **student** *Transcript Entry without a credit type*
    - If none are missing, verify that the credit type is from a high school credit group
- Filter on **Math Credits Earned** by color for yellow.
  - If the number of credits meets the minimum, verify that the correct state code is included on transcript entries. Manually entered transcript entries for students doing credit recovery or transferring from a private or out-of-state school may not include a state code. To find missing state codes, run Ad Hoc Reporting / Data Export / State Published / **student** *Transcript Entry without a State Course Code*

- Filter on **Health Credits Earned** by color for yellow.
    - o If health is 0 and PE is 1 and the school offers an integrated Health/PE course, check the state code used on the course and resulting transcript entries. High school integrated health and physical education courses should use state code 340290. Update the course state code if needed. Updating current/future courses will make new credits split between Health and PE. However, modifying existing transcript entries is time consuming and may not be beneficial.
- Filter **Civics Exam Passed** for No and (Blanks) – Districts decide how to conduct and document the Civics exam.
    - o If exams have been taken but are missing, check with your district staff to see if they have been imported into IC.
    - o Is the student ready to take the Civics exam?
    - o If the school does not record scores in IC, refer to district records to determine if this requirement has been met.
- Filter **Demonstrated Competency in Technology** for (Blanks) – Districts define how this requirement is met and recorded. This will be blank for most students. Refer to district records for this requirement. Consider securely saving a copy of this spreadsheet and adding information.
- Filter **Financial Literacy Course/Program Completed** for (Blanks) – Districts define how this requirement is met and recorded. This will be blank for students who fulfill the requirement based on district guidelines. Refer to district records for this requirement. Consider securely saving a copy of this spreadsheet and adding information.
- Filter **Essential Workplace Ethics Instruction Received** for (Blanks) – Districts define how this requirement is met and recorded. This will be blank for all students. Refer to district records for this requirement. Consider securely saving a copy of this spreadsheet and adding information.