

## **Transition Data Collection**

Transition data is reported for each student who earned a regular high school diploma or alternative high school diploma prior to the end of the regular school year (June 30th of prior year).

If the student earned a diploma while enrolled in summer school, they will not be on the transition report because there are no summer calendars. For these cases, the graduation date may need to be set to the last day of the calendar in order to be listed on the transition report and use the diploma period dropdown on the graduation tab to select the summer session.

If the diploma date is not within the schools calendar, the diploma date may need to be set to the official last day of school in order for the student to be included in the transition report.

In addition, a student who dropped out and subsequently earned a GED prior to October 1 will be reported on the transition report if the student's graduation tab is complete. If the graduation tab is not complete, the student will show on the dropout report.

## **Transition to Postsecondary Codes**

- 1 College in KY
- 2 College out of KY
- 3 Technical School
- 4 Military Service/Community Service/Peace Corps
- 5 Employment
- 6 Work-school combination
- 7 Unknown (Unable to reach the student to determine status)
- 8 Deceased
- 9 Continuing HS Education (Received a G-Code, but are returning to the high school)

## **Transition Report Instructions in Infinite Campus**


The purpose of this report to review the data that will be reported on the school report card.

1. Under Index, open KY State Reporting
2. Click on Transition Report
3. Extract Type should be Transition
4. Format is best in CSV
5. In the Select Calendar Box, choose your School Calendar for active year
6. Click Submit to Batch

## **Validation Report for Transition Instructions in Infinite Campus**

This report will allow you to ensure all required data has been completed on the graduation tab for all eligible students.

### **Graduation Tab in Infinite Campus**

Diploma Date:	<input type="text" value=""/> 
Diploma Type:	<input type="text" value=""/>
Diploma Period:	<input type="text" value=""/>
Date First Entered the 9th Grade:	<input type="text" value="08/04/2016"/>
NGA Cohort End Year:	<input type="text" value="2020"/>
NCLB Cohort End Year:	<input type="text" value="2020"/>
Post Grad Location:	<input type="text" value=""/>
Transition Status:	<input type="text" value=""/>

1. Under Index, open KY State Reporting
2. Click on Transition Report
3. Extract Type should be Validation Report
4. Format will be HTML
5. In the Select Calendar Box, choose your School Calendar for active year
6. Click Submit to Batch