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.

REPORT	Enrollment for Import Verification
PURPOSE	To verify the total number of active enrollments you have listed in TEDS
REPORT SOURCE	Click **Enrollment** from the Reports Menu; then **Next**
REPORT CRITERIA	**School** - Your School **School Year** - Current Year **Dupe/Non-Dupe** - Duplicates
SORT ORDER	Choose **Pathway** Only
CLICK BUILD	Make sure you have **Report Format Default** (PDF)
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, *replacing Duplicates with Non-Dupes*, to verify against the demographic data type from Infinite Campus
SPECIAL NOTES	Run this report at least one day after importing data into TEDS

REPORT	Home School (ATCs and KCTCS ONLY)
PURPOSE	To identify and verify the number of secondary students served by ATCs and postsecondary institutions
REPORT SOURCE	Click **Home School Report** from the Reports Menu; then **Next**
REPORT CRITERIA	**School** - Your School **School Year** - Current Year
SORT ORDER	N/A
CLICK BUILD	Make sure you have **Report Format Default** (PDF)
WHAT YOU WANT TO SEE	A list, broken down by district, then school showing the number of students and attend hours in each school.
SPECIAL NOTES	**Signed Form is due to KDE by November 1 of the current year** 1. Save and print a copy of the current year home school report. 2. Separate the document by district *(each district should start on a new page)* 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

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.
REPORT SOURCE	Click **Student Assessment Summary** from the Reports Menu; then **Next**
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	Make sure you have **Report Format Default** (PDF) *
WHAT YOU WANT TO SEE	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.
SPECIAL NOTES	This report can also be run as a sortable excel file by changing Report Format to **CSV File and saving it as Excel document**

REPORT	Class List Report for Termination Status (Postsecondary ONLY)
PURPOSE	To find which students have not yet been terminated
REPORT SOURCE	Click **Class List** from the Reports Menu; then **Next**
REPORT CRITERIA	**School** - Your School **School Year** - Current Year **Dupe/Non-Dupe** - Duplicates **Pathway Definition** - Preparatory **Education Level** - 12th Grade or postsecondary **Student Status** - All Students
SORT ORDER	Choose **Pathway** Only
DATA TO SHOW	* Student Name * SSID * Student Objective * Termination Status * Termination Date
CLICK BUILD	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.

REPORT	**EOP Results Report** (Secondary ONLY)
PURPOSE	To determine if your EOP data in TEDS reflects the same information that was on your EOP School Report from ESESS
REPORT SOURCE	Click **EOP Results** from the Reports Menu; then **Next**
REPORT CRITERIA	**School** - Your School **School Year** - Current Year **Dupe/Non-Dupe** - Duplicates
SORT ORDER	Choose **Test Name** *then* **Pathway**
CLICK BUILD	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 the **Class List for Students – Took an EOP** Report
SPECIAL NOTES	**(1)** If a student took an EOP 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 an EOP at another location, but it qualifies for your pathway for the student, it will show on the report.

REPORT NAME	**Class List for Students - Took an EOP** (Secondary ONLY)
PURPOSE	To find all students that are listed as having taken EOP. If the data is in TEDS, the report will list the students and the name of the EOP
REPORT SOURCE	Click **Class List** from the Reports Menu; then **Next**
REPORT CRITERIA	**School** - Your School **School Year** - Current Year **Dupe/Non-Dupe** - Duplicates **Education Level** - High School (9th-12th) **Student Status** - All Students **Certifications** - EOP
SORT ORDER	Choose **Pathway** Only
CLICK BUILD	Make sure you have **Report Format Default** (PDF)
WHAT YOU WANT TO SEE	The report groups students by pathways and shows any EOP associated with the student. Check to make sure every student that took the EOP has the appropriate test(s) listed for them in TEDS. If a student does not have an EOP, contact the EOP Administrator at OCTEST.
SPECIAL NOTES	**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 EOP was taken.

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- ➢ This is NOT an exhaustive list. The reports listed below will help you verify your data and ensure all steps have been appropriately completed.

REPORT NAME	**Employment – Transition Status** (Postsecondary ONLY)
PURPOSE	To verify that all prior year completer and high school graduates have follow up data entered for them
REPORT SOURCE	Click **Statistical** from the Reports Menu; then **Next**
REPORT CRITERIA	**School** - Your School **School Year** - Prior Year **Dupe/Non-Dupe** - Duplicates **Termination Status** - Completer and HS Graduate **Education Level** - Postsecondary **Student Status** - All Students **Report Type** - Employment-Transition Status
CLICK BUILD	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 the **Class List for Missing Follow-Up Data** Report *This report also shows the percentage for each possible follow up status by category and Total Successful Transition Rate.*
SPECIAL NOTES	**Follow-Up Data is due by February 28** **Data locks on June 30**

REPORT NAME	**Class List for Missing Follow-Up Data** (Postsecondary ONLY)
PURPOSE	To find students that do not currently have follow-up data entered and must still be completed
REPORT SOURCE	Click **Class List** from the Reports Menu; then **Next**
REPORT CRITERIA	**School** - Your School **School Year** - Prior Year **Dupe/Non-Dupe** - Duplicates **Pathway Definition** – Preparatory **Student Objective** – Concentrator/Preparatory **Termination Status** - Completer (For Postsecondary Only) **Education Level** – Post-Secondary **Student Status** - All Students
SORT ORDER	**N/A** (leave Blank)
DATA TO SHOW	* Student Name * Employment Status * Pathway
CLICK BUILD	Make sure you have **Report Format Default** (PDF)
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**.