Recommended Reports for KTS Data Exchange

	Report	KTS Attendance	
1	**Purpose**	Real-time technical school attendance report. This report can be used to reconcile and verify daily attendance between schools. This report will provide results in both technical and high school databases.	
Pathway		KY State Reporting > Edit Reports > KTS Attendance	

What to Select	**Report Criteria**	1. High Schools:
		    a. Select the bullet "I am a Home District".
		    b. Then select your servicing Technical School from the list available.
		 2. Technical Schools:
		    a. Select the bullet "I am a Technical School".
		    b. Then select the Home District in which you service.
		 3. Start & End Dates
		    a. Will always default to today's date, or you may use a small date range.
		 4. Do not click Generate Report more than once.	

	Sort Order	Can sort by any of the following: • By school, then student name • By school, then grade, then student name • By student name	
Results		Will result in real-time attendance data from both the technical school and the high school databases.	
	Report	KTS Attendance By School	
2	**Purpose**	Real-time technical school attendance report. This report can be used to reconcile and verify daily attendance between schools. This report will provide results in both technical and high school databases.	
Pathway		KY State Reporting > Edit Reports > KTS Attendance By School	

What to Select	**Report Criteria**	1. High Schools:
		    a. Select the bullet "I am a Home District".
		    b. Then select your servicing Technical School from the list available.
		 2. Technical Schools:
		    a. Select the bullet "I am a Technical School".
		    b. Then select the specific school in which you service.
		 3. Start & End Dates
		    a. Will always default to today's date, or you may use a small date range.
		 4. Do not click Generate Report more than once.	

	Sort Order	Can sort by any of the following: • By student name • By grade, then student name	
Results		Will result in real-time attendance data from both the technical school and the high school databases.	

3	**Report**	KTS Schedule	
	Purpose	To allow the technical school a real-time view of their student's schedule as it appears in their high school database. This is a technical school specific report.	
Pathway		KY State Reporting > Edit Reports > KTS Schedule	

What to Select	**Report Criteria**	1. Select Home District
		2. The Date will always default to today's date, or you may select any previous school date within the current school year.
		3. Select students by:
		    a. Grade
		    b. Section
		    c. Single Student	

	Sort Order	Can sort by any of the following: • By student name • By school, then student name • By school, then grade, then student name	
Results		This report will show the home district schedule for the selected student(s) on the selected date.	

4	**Report**	KTS Transcript	
	Purpose	To allow the technical school a real-time view of their student's transcripts as it appears in their high school database. This is a technical school specific report.	
Pathway		KY State Reporting > Edit Reports > KTS Transcript	

What to Select	**Report Criteria**	1. Select Home District
		2. Select students by:
		    a. Grade
		    b. Section
		    c. Single Student	

	Sort Order	Can sort by any of the following: • By student name • By school, then student name • By school, then grade, then student name	
Results		This report will show the home district transcript for the selected student(s) on the selected date.	

5	**Report**	KTS Posted Grade Audit	
	Purpose	To allow technical school administrators to generate a list of teachers with the number of grades posted for each course/section. This includes only the CTE Term Grades, CTE Final Exam and CTE Final Grades. The report is written to function for the technical schools only.	
Pathway		KY State Reporting > KDE Reports > KTS Posted Grade Audit	
What to Select	**Report Criteria**	1. Use the Campus toolbar to select the school/academic year you would like to use for the report.	
	Sort Order	Report populates in .xls format, allowing you the ability to sort in Microsoft Excel.	
Results		This report will provide results for the term and active mask selected in the district at the time the report is run. This report does not differentiate between a teacher posting grades to an entire class or singe student, therefore the number of grades posted may not always equal the total number of students in the class. A result of "NULL" for the field "Last Date Posted" means the teacher has not posted grades to that particular course/section.	

6	Report	Counselor
	Purpose	To verify all students have a counselor assigned. If servicing multiple high schools, high school counselors can be added to the technical database to view student data.
Pathway		Student Information > Reports > Counselor
What to Select	**Report Criteria**	1. Grade OR 2. Ad Hoc Filter 3. Date defaults to today's date, or you may change the date to any previous date within the school year. 4. The "Exclude students without a counselor" checkbox defaults checked, or you may choose to uncheck. 5. Select the counselor(s) to include in the report. 6. "Counselor Effective Date" defaults to today's date, or you may leave blank to get an "all counselor" history for students.
	Sort Order	Group Options: • Student • Counselor
Results		This report prints counselor information for students based on the specified input.

7	Report	Census Verification
	Purpose	To assist with verification of student data in the database.
Pathway		Census > Reports > Census Verification

What to Select	**Report Criteria**	1. Grade
		OR
		2. Ad Hoc Filter
		3. Can check the Active Students Only box to only print student's active on the day the report is populated.
		4. Make your Households selection(s):
		   a. Primary
		   b. Secondary
		   c. Non-household Guardian Info
		5. Select any other optional information to include, but keep in mind the below information **WILL NOT** sync with the KTS Data Exchange:
		   a. Non-household relationship contact info
		   b. Guardian race-ethnicity info
		   c. Transportation bus info
		   d. Transportation parking info
		   e. Student pictures
		   f. Resident district
		6. Select Privacy Options
		7. You may choose to add a special Report Comment that will print off on each student report.

	Sort Order	• Sort Options:
		   o By Student
		   o By Grade/Student
		   o Teacher/Period

Results		This report will batch print student census verification data. Page breaks are inserted automatically for each student and household. This is a very complex report therefore it is recommended the number of students run per batch be limited. Including all options in the report could make the report longer than one page per household.

8	Report	Mailing Labels
	Purpose	To print mailing labels for students or households.
Pathway		Census > Reports > Mailing Labels

What to Select	Report Criteria	1. Choose to print by:
		   a. Grade/Adhoc
		   b. Couse/Section
		2. Choose which calendar by:
		   a. Active Year
		   b. List by School
		   c. List by Year
		3. Choose what students to include in the report:
		   a. Grade
		     OR
		   b. Ad Hoc Filter
		   c. Enrollment effective date will default to today's date, or you may choose a previous date within the current school year.
		4. Choose print options:
		   a. Guardian Name
		   b. Salutation
		   c. Private Mailing Addresses
		5. Choose to print the labels for:
		   a. Student
		   b. Household

	Sort Order	• Sort Options:
		   o Name
		   o City and Name
		   o Zip Code

Results		This report will generate mailing labels for the students that meet the search criteria. The report will print one label with a single guardian name per household when the option to print labels for households is selected. One label per student will be printed if the option to print labels for students is selected. Only addresses marked as mailing addresses will be included.
9	Report	Daily Attendance Summary Report
	Purpose	To view daily attendance information.
Pathway		Attendance > Daily Attendance < Summary Report
What to Select	Report Criteria	1. Date will default to today's date, or you may choose a previous date within the current school year. 2. You may opt to use an Ad Hoc Filter to pull specified student results. 3. Select Summary Report to populate the report.
	Sort Order	No sort options are available for this report.
Results		Displays the attendance events for each student and period of the day entered on the Daily Attendance Tab. An explanation of the codes describing each attendance event appears at the end of the report. The report displays all attendance entries for the day, including those with Unknown excuses and those that have been processed by the attendance office.

10	Report	Master Schedule	
	Purpose	Provides a snapshot of the current year master schedule, including courses and section placement.	
Pathway		Scheduling > Reports > Master Schedule	
What to Select	Report Criteria	1. This report can be generated without any selections, and the results will include the master schedule for all courses and teachers. 2. However, the report can be narrowed down to include specific: a. Course Numbers b. Course Names c. Section Numbers d. Teacher Last Names e. Room Numbers f. Terms g. Periods h. Departments	
	Sort Order	Report can be sorted by: • Course • Teacher	
Results		Lists detailed information about each section in a schedule. This report lists roster counts by gender and special education, section placement, team, room and teacher.	
11	Report	Grade Book Usage	
	Purpose	To assist administrators with monitoring teacher grade book data entry.	
Pathway		Grading & Standards > Reports > Grade Book Usage	
What to Select	Report Criteria	1. Assignment Due Date Ranges are required fields: a. Start Date b. End Date 2. Percent Score is less than or equal to, defaults to 100% but can be modified. This is a required field. 3. Exclude grade books that have no assignments checkbox is available for use as an option. 4. Teachers: a. Select All Teachers, multiple teachers, or an individual teacher to include in the results. OR 5. Courses: a. Select All Courses, multiple courses, or an individual course to include in the results.	
	Sort Order	For Courses, you may sort by Number or Name.	
Results		Designed to track how well teachers are maintaining their grade books. Report generation time will depend on the date range and number of teachers or courses selected. The total number of scores anticipated on an assignment is the number of active students on the assignment's due date which are not marked as Exempt in the grade book.	

	Report	Section Rosters
12	**Purpose**	To create a roster of student information for each course/section/teacher.
Pathway		Scheduling > Reports > Section Rosters

What to Select	**Report Criteria**	1. Select Term
		2. Select All Periods, multiple periods or an individual period to include in the results.
		3. Effective Date is required, and defaults to today's date, or you may choose a previous date within the same school year.
		4. Select All Teachers, multiple teachers or an individual teacher to include in the results.
		5. Select All Courses, multiple courses or an individual course to include in the results.
		6. Page Printing Options:
		    a. Shade Alternate Rows
		    b. Add page break after each section
		7. Remove Default Data, such as:
		    a. Hide Phone and Address
		    b. Hide Staff Number
		    c. Hide Incoming Students
		8. Add Extra Data, such as:
		    a. Show Birthdates
		    b. Show Guardians
		    c. Show Flags
		    d. Show IEP
		    e. Show Health Conditions
		    f. Show Dropped Students
		    g. Show Course State Code

	Sort Order	• Sort Options:
		    o Teacher/Course Name
		    o Teacher/Course Number
		    o Teacher/Period

Results		Allows school staff, outside of teachers, to generate course section rosters in batch form for each teacher or course selected. The roster effective date is used to determine which students to include on the roster.

	Report	Grades Report
13	**Purpose**	To assist with verifying posted grades.
Pathway		Grading & Standards > Reports > Grades Report

What to Select	**Report Criteria**	1. Students to Include:
		    a. Grade
		       OR
		    b. Ad Hoc Filter
		2. Check which Grading Term(s) to include
		3. Select All teachers, or an individual teacher to include in the results.
		4. Group By:
		    a. Student
		    b. Teacher
		    c. Course/Section
		5. Optional Features:
		    a. Display term dates
		    b. Display section dates
		    c. Set page break for each student
		6. Select Grading Task(s) to include in the results.

	Sort Order	• Sort Options:
		    o All Grades/Scores
		    o Missing Grades/Scores
		    o By Grade/Score

Results		Provides a batch print of student's grades. There is an option to print the report grouped by student, teacher, or course. There is an option to set a page break for each student or course, suitable for handing out. The grades report group by Teacher will always set a page break for each teacher. This is a very complex report therefore it is recommended the number of students run per batch be limited. Checking the page break option will make the report run faster.

	Report	Report Card
14	**Purpose**	To print student report cards, one page per student, suitable for handing out.
Pathway		Grading & Standards > Reports > Report Card

What to Select	**Report Criteria**	1. May select a Report Card Template from the Report Options dropdown, or may select items by clicking on the Display Options link.
		2. Select results by:
		    a. Ad Hoc Filter
		       OR
		    b. Grade
		       i. All Students or individual Grade
		3. If you want to print only students who are active today, check the Active Only box.
		4. The effective date will default to today's date, or you may choose a previous date within the current school year.

	Sort Order	• Sort Options:
		  o Alpha
		  o Grade/Alpha
		  o Zip
		  o Teacher

Results		Prints student report cards, one page per student, suitable for handing out. This is a very complex report therefore it is recommended the number of students run per batch be limited.
	Report	Transcript Batch
15	**Purpose**	To print student transcripts, one page per student, suitable for handing out.
Pathway		Grading & Standards > Reports > Transcript Batch

What to Select	**Report Criteria**	1. May select a Report Card Template from the Report Options dropdown, or may select items by clicking on the Display Options link.
		2. Select results by:
		    a. Ad Hoc Filter
		       OR
		    b. Grade
		       i. All Students or individual Grade
		3. If you want to print only students who are active today, check the Active Only box.
		4. The effective date will default to today's date, or you may choose a previous date within the current school year.

	Sort Order	• Sort Options:
		  o Alpha
		  o Grade/Alpha
		  o Zip
		  o Teacher

Results		Provides a batch print of student transcripts, one per mailing address per student. To print one transcript per student when students have multiple mailing addresses, check the box labelled "Transcript without mailing address, one per student". If a calendar is selected in the toolbar, the transcript will only show marks earned in grade levels present in that calendar. This is a very complex report therefore it is recommended the number of students run per batch be limited.