

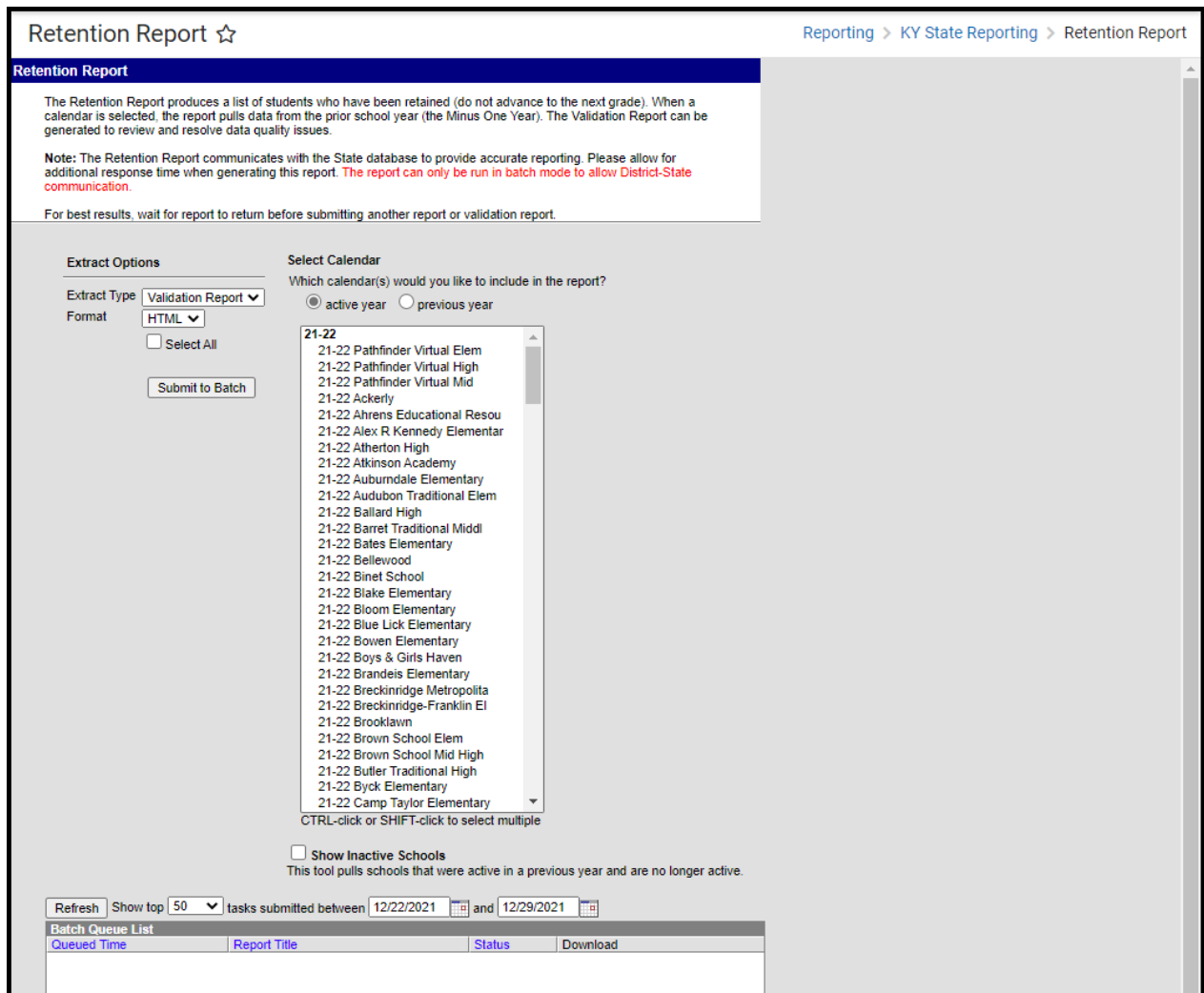
# Retention Report (Kentucky)

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Tool Search: Retention Report

The Retention Report provides a count of students who are held back (retained) in the prior grade.



The screenshot shows the 'Retention Report' editor interface. At the top, there's a breadcrumb trail: 'Reporting > KY State Reporting > Retention Report'. The main heading is 'Retention Report ☆'. Below this, a blue bar contains the text 'Retention Report'. The main content area has a white background with a blue border. It contains a paragraph explaining the report: 'The Retention Report produces a list of students who have been retained (do not advance to the next grade). When a calendar is selected, the report pulls data from the prior school year (the Minus One Year). The Validation Report can be generated to review and resolve data quality issues.' Below this is a note: 'Note: The Retention Report communicates with the State database to provide accurate reporting. Please allow for additional response time when generating this report. The report can only be run in batch mode to allow District-State communication.' A warning message states: 'For best results, wait for report to return before submitting another report or validation report.'

The interface is divided into two main sections: 'Extract Options' and 'Select Calendar'. Under 'Extract Options', there's a dropdown for 'Extract Type' set to 'Validation Report', a dropdown for 'Format' set to 'HTML', and a checkbox for 'Select All'. A 'Submit to Batch' button is also present. Under 'Select Calendar', there's a question 'Which calendar(s) would you like to include in the report?' with radio buttons for 'active year' (selected) and 'previous year'. Below this is a list of schools for the '21-22' school year, including '21-22 Pathfinder Virtual Elem', '21-22 Pathfinder Virtual High', '21-22 Pathfinder Virtual Mid', '21-22 Ackerly', '21-22 Ahrens Educational Resou', '21-22 Alex R Kennedy Elementar', '21-22 Atherton High', '21-22 Atkinson Academy', '21-22 Auburndale Elementary', '21-22 Audubon Traditional Elem', '21-22 Ballard High', '21-22 Barret Traditional Middl', '21-22 Bates Elementary', '21-22 Bellewood', '21-22 Binet School', '21-22 Blake Elementary', '21-22 Bloom Elementary', '21-22 Blue Lick Elementary', '21-22 Bowen Elementary', '21-22 Boys & Girls Haven', '21-22 Brandeis Elementary', '21-22 Breckinridge Metropolita', '21-22 Breckinridge-Franklin El', '21-22 Brooklawn', '21-22 Brown School Elem', '21-22 Brown School Mid High', '21-22 Butler Traditional High', '21-22 Byck Elementary', and '21-22 Camp Taylor Elementary'. A note below the list says 'CTRL-click or SHIFT-click to select multiple'. There's also a checkbox for 'Show Inactive Schools' with a note: 'This tool pulls schools that were active in a previous year and are no longer active.'

At the bottom, there's a 'Refresh' button, a 'Show top' dropdown set to '50', and a date range selector for 'tasks submitted between' from '12/22/2021' to '12/29/2021'. Below this is a 'Batch Queue List' table with columns: 'Queued Time', 'Report Title', 'Status', and 'Download'.

Image 1: Retention Report Editor

## Student Selection Criteria

The following lists the selection criteria used for Retained Students:

- A student who is enrolled in a grade level that is marked as State Exclude will appear on the report. However, if a student is enrolled as a state exclude student (marked on enrollment record) or enrolled in a calendar that is marked as state exclude, that student will not appear on the report.
- Students must be enrolled in grades 04-12 who fall under the definition of retention.

- Students marked as Service Type S: Partial and N: Special Ed on their enrollment record do not report.
  - Students marked only S or N on their enrollment record do not report.
  - If the student has both P: Primary AND S or N in enrollments, only the P: Primary will be considered in report logic.

Students must have been enrolled on the last instructional day of the previous year. Students may have a withdrawal on the last day of instruction and still appear on the report.

When students meet the above criteria, two populations are pulled for the report:

#### Population 1:

- Students whose first enrollment in the current year is assigned the same state grade as their most recent enrollment in the previous year in the same district. Most recent enrollment and first enrollment is defined by the most recent start date.
- Students pull regardless of whether End Action is selected as R: Retained. If End Action is not R: Retained, however, the student will also display on the warnings.

#### Population 2:

- Students whose most recent enrollment in the previous year is marked as R: Retained for End Action and who have no enrollments in that same district in the current year. No Show enrollments do not count as enrollments for the purpose of this report and are ignored.

Student with a Supplemental School Year Program record within the Current Year will be excluded from the report, even if they did not advance state grade levels.

## Generating the Retention Report

1. Select the appropriate **Format** for the selected extract type.
2. Select the appropriate **calendar(s)** to include in the report.
3. If all calendars should be selected, mark the **Select All** checkbox.
4. Click the **Submit to Batch** button. The report will be sent to the Batch Queue List found at the bottom of the editor.
5. Once the report has been generated, select the blue **Get report** text found the in the Download column. The report will appear in a separate window in the designated format.
6. If errors or warnings are found in the data, that information will appear first. To continue generation of the actual report, select the **Click Here** button at the top of the errors/warnings page to generate the report.

## Report Layout

Element	Description	Location
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Element	Description	Location
<b>District Number</b>	The District Number tied to the retention. District student attended during -1 year.  <i>Numeric, 3 digits</i>	District.number  System Administration > Resources > District Information > State District Number
<b>District Name</b>	The district name tied to the retention. District student attended during -1 year.  <i>Alphanumeric, 50 characters</i>	District.name  System Administration > Resources > District Information > District Name
<b>School Number</b>	The school number tied to the retention. School student attended during -1 year.  <i>Numeric, 3 digits</i>	School.number  System Administration > Resources > School > Location Number
<b>School Name</b>	The school name tied to the retention. School student attended during -1 year.  <i>Alphanumeric, 50 characters</i>	School.name  System Administration > Resources > School > School Name
<b>State Classification</b>	School state classification.  <i>Text - output Code, i.e., A1, A5</i>	School.stateClassification  System Administration > Resources > School > State Classification
<b>State Student ID</b>	Unique number assigned to a student by the Department of Education.  <i>Numeric, 10 digits</i>	Person.stateID  Census > People > Demographics > Person Identifiers > Student State ID
<b>Last Name</b>	Student's last name.  <i>Alphanumeric, 50 characters</i>	Identity.lastName  Census > People > Demographics > Person Information > Last Name
<b>First Name</b>	Student's first name.  <i>Alphanumeric, 50 characters</i>	Identity.firstName  Census > People > Demographics > Person Information > First Name
<b>Middle Name</b>	Student's middle name.  <i>Alphanumeric, 50 characters</i>	Identity.middleName  Census > People > Demographics > Person Information > Middle Name

Element	Description	Location
<b>Date of Birth</b>	<p>Student's date of birth.</p> <p><i>Date field, 10 digits MM/DD/YYYY</i></p>	<p>Identity.birthdate</p> <p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Birth Date</p>
<b>Race/Ethnicity</b>	<p>Student's federal designation of racial makeup.</p> <p>Reported values are as follows:</p> <ul style="list-style-type: none"> <li>• Hispanic</li> <li>• American Indian or Alaskan Native</li> <li>• Asian</li> <li>• Black or African American</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• White</li> <li>• 2 or more</li> </ul> <p><i>Text, 50 characters</i></p>	<p>Identity.raceEthnicity</p> <p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Race/Ethnicity</p>
<b>Gender</b>	<p>Classification of student being either male or female.</p> <p><i>Alphanumeric, 1 character M or F</i></p>	<p>Identity.gender</p> <p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Gender</p>
<b>Grade</b>	<p>Grade level of the student. Only students in grades 04-12 are reported.</p> <p>Grade levels for inactive schools are considered when reporting data within the Retention Report.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Enrollment.grade</p> <p>Student Information &gt; General &gt; Enrollments &gt; State Grade</p>

Element	Description	Location
<b>Economic Disadvantaged</b>	<p>Indicates the student receives free or reduced meals based on their socio-economic status.</p> <p>Logic pulls the FRAM Eligibility code which is active as of the last day of the final enrollment of -1 year. Logic uses FRAM data in the district associated with the most recent Primary enrollment start date.</p> <p>The following values are reported:</p> <ul style="list-style-type: none"> <li>• A: Non-Refundable</li> <li>• F: Free</li> <li>• R: Reduced</li> <li>• S: Paid</li> <li>• If no FRAM record exists, report S: Paid.</li> </ul> <p><i>Numeric, 4 digits</i></p>	<p>v_posEligibilityStateCode. stateCode</p> <p>FRAM &gt; Eligibility</p>

Element	Description	Location
<b>English Learner Status</b>	<p>Indicates student is in an English Learners (EL) program.</p> <p>Report <b>YES</b>:</p> <ol style="list-style-type: none"> <li>1. Home Primary Language &lt;&gt; (0400, NULL) <b>AND</b></li> <li>2. Person has at least one record in the LEP table, associated with the district that is querying the results, where programStatus = 'LEP' <b>AND</b> exitDate = NULL OR &gt;= last instructional day of the Minus One Year <b>AND</b></li> <li>3. Person has at least one record in the LepService table, associated with the district that is querying the results, where lepServiceTypeID &lt;&gt; NULL <b>AND</b></li> <li>4. LepService startDate &lt;= last instructional day of the Minus One Year <b>AND</b></li> <li>5. LepService endDate = NULL OR &gt;= last instructional day of the Minus One Year <b>AND</b></li> <li>6. Person has at least one record in the LepAccommodationType table, associated with the district that is querying the results, where type = 'I' <b>AND</b></li> <li>7. LepAccommodation.startDate &lt;= last instructional day of the Minus One Year <b>AND</b></li> <li>8. LepAccommodation.endDate = NULL <b>OR</b> &gt;= last instructional day of the Minus One Year.</li> </ol> <p>Else, report <b>NO</b>.</p> <p><i>Alphanumeric, 3 characters Yes or No</i></p>	<p>LepService.startDate LepService.endDate LepAccommodation.startDate LepAccommodation.endDate</p> <p>Student Information &gt; Program Participation &gt; LEP &gt; LEP &gt; Program Status</p> <p>Student Information &gt; Program Participation &gt; LEP &gt; LEP</p> <p>Accommodations &gt; Type</p>

Element	Description	Location
<b>Special Education Status</b>	<p>Report <b>YES</b> if the student had an active, locked IEP as of <b>July 1</b> for the <b>Current Year</b>.</p> <p>Else, report <b>NO</b>.</p> <p><i>Alphanumeric, 3 characters</i> <i>Yes or No</i></p>	<p>PlayType.module = 'specialEd' Plan.locked = '1' Plan.startDate Plan.endDate Plan.specialEdStatus</p> <p>Student Information &gt; Special Ed &gt; Documents &gt; IEP &gt; Enrollment Status &gt; Special Ed Status</p>
<b>Homeless</b>	<p>Report <b>YES</b>, if any homeless record from the same district overlaps the last instructional day of the Minus One Year.</p> <p>Else, report <b>NO</b></p> <p><i>Text</i> <i>Output YES, NO</i></p>	<p>Homeless.StartDate Homeless.EndDate Homeless.DistrictID</p> <p>Student Information &gt; General &gt; Program Participation &gt; Homeless</p>
<b>Migrant</b>	<p>Report <b>YES</b>, if any migrant record from the same district overlaps the last instructional day of the Minus One Year.</p> <p>Else, report <b>NO</b></p> <p><i>Text</i> <i>Output YES, NO</i></p>	<p>Migrant. lastQualifyingArrivalDate Migrant. eligibilityExpirationDate Migrant.DistrictID</p> <p>Student Information &gt; General &gt; Program Participation &gt; Migrant</p>
<b>Foster Care</b>	<p>Report <b>YES</b>, if any foster care record from the same district overlaps the last instructional day of the Minus One Year.</p> <p>Else, report <b>NO</b></p> <p><i>Text</i> <i>Output YES, NO</i></p>	<p>FosterCare.StartDate FosterCare.EndDate FosterCare.DistrictID</p> <p>Student Information &gt; General &gt; Program Participation &gt; Foster Care</p>

Element	Description	Location
<b>Gifted and Talented</b>	<p>Report <b>YES</b>, if any gifted record from the same district overlaps the last instructional day of the Minus One Year</p> <p><b>AND</b></p> <p>(State Grade (DE.13) is 00-03 and Category = 12)</p> <p><b>OR</b></p> <p>(State Grade (DE.13) is 04-12 and Category &lt;&gt; 12),</p> <p>Else, report <b>NO</b></p> <p><i>Text</i></p> <p><i>Output YES, NO</i></p>	<p>giftedstatusKY.StartDate giftedstatusKY.EndDate giftedstatusKY.Category giftedstatusKY.DisrictID</p> <p>Student Information &gt; General &gt; Program Participation &gt; Gifted &amp; Talented</p>
<b>Military Connected</b>	<p>Report <b>YES</b>, If the student has at least one record in the v_StudentMilitaryConnectionsSummary table overlaps the last instructional day of the Minus One Year <b>AND</b> Status like '%active duty,%'.</p> <p>Else, report <b>NO</b></p> <p><i>Text</i></p> <p><i>Output YES, NO</i></p>	<p>V_StudentMilitaryConnectionsSummary.StartDate V_StudentMilitaryConnectionsSummary.EndDate V_StudentMilitaryConnectionsSummary.DisrictID</p> <p>Census &gt; People &gt; Military Connections</p>

## Understanding the Validation Report

The Validation Report allows districts and the state to identify students who have the one (or both) of the following issues:

#	Validation Text	Selection Criteria	Fields Outputted
<b>WA01</b>	<p><b>“Warning 01: Student grade levels are the same between enrollments; however, the previous year enrollment does not have an End Action = R: Retain. These records will appear in the Retention Report.”</b></p>	<p>Triggered if the End Action DOES equal ‘R’ and the current grade level is greater than the previous.</p> <p>If first enrollment of the current year is a No Show, warning will still trigger if either of the above criteria is met.</p> <p>Record will produce on retention report.</p>	<p>districtNumber schoolNumber districtStudentID stateStudentID lastName firstName dob endAction currentGrade previousGrade</p>



#	Validation Text	Selection Criteria	Fields Outputted
ER01	<b>“Error 01: Students previous year enrollment has End Action = R: Retain; however, student’s previous year enrollment and current year enrollment show advancement in grade levels. These records will not return in the Retention Report.”</b>	<p>Error triggered if student’s -1-year enrollment has an end action of R: Retain but the -1-year enrollment grade level is less than the grade level on the current year enrollment.</p> <p>Record will not produce on retention report.</p>	<p>districtNumber schoolNumber districtStudentID stateStudentID lastName firstName dob endAction currentGrade previousGrade</p>