# Career Readiness Report (Kentucky)

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**PATH:** *KY State Reporting > Career Readiness Report*

The Career Readiness Report collects data on students who have a Career Readiness record tied to an approved Course State Code or have a Career Readiness record with work hours attached. The report will not honor exclusion on calendars, grade levels or enrollments, and will report student in the last active Primary (P), Partial (S), or Special Education (N) enrollment in the requested calendar(s) for the reporting year.

There will be one record per student per Careen Readiness record. If a student has multiple qualifying Course State Codes on a single record, those will show in one text box (comma delimited).

This article includes the following topics:

KY Career Readiness Report | Generating the KY Career Readiness Report

*KY Career Readiness Report*

| # | Functional Requirements |
|---|---|
| **1** | The report will include students that participated in the Career Readiness program during the academic year. |
| **1.1** | Student must have a Primary (P), Partial (S), or Special Education (N) enrollment in the requested calendar(s) during the reporting year. |
| **1.2** | Students must have a Career Readiness program record and an enrollment in one of the calendars selected in the report. |
| **1.3** | Students must have a Status = Pass (P) to report. |
| **1.3a** | Students with a sum of 300 hours or more will report (hours summed from all of the student's records). |

| # | Functional Requirements |
|---|---|
| **1.3b** | Students with Less than 1 hour will report but will also have a warning on issues report to update hours. |
| **1.4** | Student must have at least 1 course that is aligned with a KDE approved State Course Code (Appendix A) to report. |
| **1.5** | A row of data will report per Student / per unique Career Readiness program record / per District. |
| **1.5a** | If a student is enrolled in multiple calendars, the last active Primary (P), Partial (S) or Special Education (N) will be used to report data elements 1-11. |

# Generating the KY Career Readiness Report

There are two versions of this report. From Extract Type users must select which option to run. The Career Readiness extract type report reports all students who have a Career Readiness record in the district tied to an approved Course State Code or Career Readiness records with work hours attached. The report will not honor exclusion on calendars, grade levels or enrollments, and will report students in their last active Primary (P), Partial (S), or Special Education (N) enrollment in the requested calendar(s) for the reporting year. There will be 1 record per student per Career Readiness record. If a student has multiple qualifying Course State Codes on a single record, those will show in 1 text box (comma delimited).

The Validation extract type report will show Warning errors for those students that have a Career Readiness Program record with WBL hours but no state course code. It will also show Warning errors for those students who have a Career Readiness Record with an approved State Course Code but no matching transcript record.

## Career Readiness Extract Type

1. From Extract Type select **Career Readiness**.
2. Choose the desired format. Options are **State Format (CSV)** or **HTML**.
3. Select the **Grade(s)** to include or an **Ad hoc Filter**.
4. **Select Calendars** to include in the report results.
5. **Generate Extract** or **Submit to Batch**.

## Report Layout

| Element Name | Description | Format, Length, and Type | Campus Database | Campus Interface |
|---|---|---|---|---|
| **Academic Year** | Derived from chosen calendar. | YYYYYYYY ex.20222023 | N/A | N/A |

| Element Name | Description | Format, Length, and Type | Campus Database | Campus Interface |
|---|---|---|---|---|
| **District Number** | The District Number for students chosen calendar year. | XXX 3 digit number including leading zero(s) | District.number | System Administration > Resources > District Information > State District Number |
| **District Name** | The District Name for students chosen calendar year. | Text field, 50 character maximum | District.name | System Administration > Resources > District Information > Name |
| **School Number** | The school number for students chosen calendar year. | XXX 3 digit number including leading zero(s) | School.number | System Administration > Resources > School > Location number |
| **School Name** | The school name for students chosen calendar year. | Text field, 50 character maximum | School.name | System Administration > Resources > School > Name |
| **State Student ID** | The 10 digit student number assigned by the state. | XXXXXXXXXX | Person.stateID | Census > People > Demographics > Last Name |
| **First Name** | The first name of the student. | Text field, 50 character maximum | Identity.firstName | Census > People > Demographics > First Name |
| **Last Name** | The last name of the student. | Text field, 50 character maximum | Identity.lastName | Census > People > Demographics > Last Name |

| Element Name | Description | Format, Length, and Type | Campus Database | Campus Interface |
|---|---|---|---|---|
| **Grade Level** | The grade level of the student. | 2 digits, include leading zero | Enrollment.grade | Student Information > General Enrollments > General Enrollment Information > Grade |
| **Gender** | The gender of the student. | 1 digit | Identity.Gender | Census > People > Demographics > Gender |
| **Race/Ethnicity** | Reports student race. | Text field, 50 character maximum | Identity.raceEthnicity | Census > People > Demographics > Race/Ethnicity > State Race/Ethnicity |
| **Career Readiness Start Date** | Reports the Start Date entered for the student's Career Readiness program record. | MM/DD/YYYY | cr.startDate | Student Information > Program Participation > Career Readiness |
| **Career Readiness End Date** | Reports the End Date entered for the student's Career Readiness program record. Leave blank if End Date is not populated. | MM/DD/YYYY | cr.endDate | Student Information > Program Participation > Career Readiness |

| Element Name | Description | Format, Length, and Type | Campus Database | Campus Interface |
|---|---|---|---|---|
| **Career Readiness Type** | Reports the Program Type selected for the student's Career Readiness program record. Report description not code. | Text | cr.type | Student Information > Program Participation > Career Readiness |
| **Career Cluster** | Reports the Career Cluster selected for the student's Career Readiness program record. Leave blank if Career Cluster is not populated. | Text | cr.careerCluster | Student Information > Program Participation > Career Readiness |
| **WBL Hours** | Number of qualifying hours for student/calendar year saved in Career Readiness program. | Numeric | cr.hours | Student Information > Program Participation > Career Readiness |

| Element Name | Description | Format, Length, and Type | Campus Database | Campus Interface |
|---|---|---|---|---|
| **State Course Code** | The Course State Code for student/calendar year saved in Career Readiness program.<br>• Course State Code must be one of the codes from **Appendix A** to appear in the report.<br>• Multiple Course Codes can be selected, displayed in text box, comma delimited.<br>• If there are duplicate course codes, only report once. | Text, comma delimited | cr.stateCode | Student Information > Program Participation > Career Readiness |
| **State Course Code Name** | The state course name.<br>• If there are duplicate names (due to duplicate course codes), only report once. | Text, comma delimited | cr.courseName | Name that matches the Course State Code in **Appendix A**. |

| Element Name | Description | Format, Length, and Type | Campus Database | Campus Interface |
|---|---|---|---|---|
| **Credential Associates Degree** | Aligned credential or associate degree. Multiple can be listed, comma delimited. | Text, comma delimited | cr.credentialOrDegree | Student Information > Program Participation > Career Readiness > Aligned Credential or Associate Degree |
| **Transcript Credits** | Credits earned for courses matching the Course State Code.<br>• Search transcript records for matching Course State Code(s).<br>• Sum all credits earned that match the Course State Code(s) and report total number of credits earned, otherwise null.<br>• Credits MAY report null in State Edition. | Numeric | cr.creditsEarned | Student Information > General > Transcript |

| Element Name | Description | Format, Length, and Type | Campus Database | Campus Interface |
|---|---|---|---|---|
| **Status** | If Pass, Display P<br>If In-Progress, Display IP<br>If Fail, Display F | P = Pass<br>IP = In-progress<br>F = Fail | passStatus | Student Information > Program Participation > Career Readiness > Status |
| **District Owner** | The District Number for students chosen calendar year. | XXX 3 digit number including leading zero(s) | District.number | System Administration > Resources > District Information > State District Number |
| **Modified Date** | Date record was last modified. | MM/DD/YYYY | N/A | N/A |
| **Report Run Date** | Date Report was run. | MM/DD/YYYY | N/A | N/A |

# Validation Report Extract Type

1. From Extract Type select **Validation Report** .
2. Choose the desired format. Options are **HTML** or **State Format (CSV)**.
3. Select the **Grade(s)** to include or an **Ad hoc Filter**.
4. **Select Calendars** to include in the report results.
5. **Generate Extract** or **Submit to Batch**.

**Errors:** an error identifies a record that has required information missing.  Records that pull as an error will not report on the Career Readiness Report.

**Warnings:** a warning identifies a potentially problematic piece of data. Upon further examination, users may determine that the data is in fact set up correctly. Records which pull as a warning will appear in the Career Readiness Report.

## Error 1: Career Readiness Program is not linked with an Approved Career Readiness Course State Code or the code is inactive for the school year (Number of Records: 1).

Error 1: Includes a list of students who have a Career Readiness record with no approved Course

State Code (Course State Code is not included in the dictionary list).

**E01: Career Readiness Program is not linked with an Approved Career Readiness Course State Code, or the code is inactive for the school year. Number of Records: 1.**

| # | Requirement |
|---|---|
| **E1.R1** | Includes a list of students who have a Career Readiness record but no approved Course State Code entered. |
| **E1.R2** | No Assigned  Course State Code IS one of the approved Career Readiness State Codes. |
| **E1.R3** | Course State Code is NOT active during reporting year (Compare to Course Codes > Course Code Editor > start year and end year). |
| **E1.R4** | Course State Code is NULL. |
| **E1.R5** | The output will be sorted by District Name, School name, Student Last Name, Student First Name. |

# Error 2: Career Readiness Program has a status other than PASS.

Error 2: Includes a list of Students who have a Career Readiness record associated with an approved Course State Code, but do not have a Status of Pass (Status is In-Progress or Fail, or no value).

**E02: The following Career Readiness program records have a Status other than Pass and will be excluded from the Career Readiness report. Number of Records: 1.**

| # | Requirement |
|---|---|
| **E2.R1** | Includes a list of students who have a Career Readiness record with Status other than Pass (In-Progress, Fail or no value). |
| **E2.R2** | One or more of the Course State Codes IS from the approved Career Readiness State Codes. |
| **E2.R3** | The output will be sorted by District Name, School name, Student Last Name, Student First Name. |

# Error 3: Career Readiness Program Records with status = PASS sum to less than 300 hours completed.

Error 3: Includes a list of Students who have Career Readiness record(s) associated with an approved Course State Code (Appendix A) with Status = Pass, but sum to less than 300 hours completed.

**E03: The following students have Career Readiness program records that sum to less**

**than 300 hours completed and will be excluded from the Career Readiness report. Number of Records: 1.**

| # | Requirement |
|---|---|
| **E3.R1** | Includes a list of students who have Career Readiness record(s) with Status = Pass that sum to less than 300 hours completed. |
| **E3.R2** | One or more of the Course State Codes IS from the approved Career Readiness State Codes. |
| **E3.R3** | The output will be sorted by District Name, School name, Student Last Name, Student First Name. |

## Warning 1: Career Readiness course does not have an associated transcript entry.

Warning 1: Includes a list of students who have a Career Readiness record associated with an approved Course State Code, but do not have a transcript record for the course. If some courses have a transcript record and some do not, only the records with no match will show on the validation report. Student will have 1 record with course name(s) and number(s) on 1 line comma delimited.

**W01: The following students have a Career Readiness program record associated with a WBL Course State Code that is not linked to a transcript record for the course. If a student has multiple records, only records with missing transcript record will show on the validation report Number of Records: 1.**

| # | Requirement |
|---|---|
| **W1.R1** | Includes a list of students who have a Career Readiness record, with an approved Active Course State Code, but do not have a transcript record associated with the course. If they have hours but no Course State Code, do not report - those will be in E01. |
| **W1.R2** | Course State Code is NOT NULL in the Career Readiness program record AND there is no transcript entry associated with that course in the student's record.<br>• Records not associated with an approved Course State Code in the Career Readiness program report will not trigger an error nor appear in the Career Readiness report.<br>• If there are duplicate names (due to duplicate Course State Codes), only report once<br>• If the Career Readiness record has multiple courses aligned, Warning 2 will only display the courses that do not have an associated transcript record. |
| **W1.R3** | The output will be sorted by District Name, School name, Student Last Name, Student First Name. |

# Warning 2: Career Readiness Hours Less than 1 and Status = P.

Warning 2: Includes a list of students who have a Career Readiness record associated with an approved Course State Code, but the hours are less than 1 and Status = P.

**W02: The following students have a Career Readiness record associated with an approved Course State Code, but the hours are less than 1 and Status = P.**

| # | Requirement |
|---|---|
| **W2.R1** | Includes a list of students who have a Career Readiness record, with an approved Course State Code. |
| **W2.R2** | Hours on the record is less than 1 and status = P. |
| **W2.R3** | The output will be sorted by District Name, School name, Student Last Name, Student First Name. |