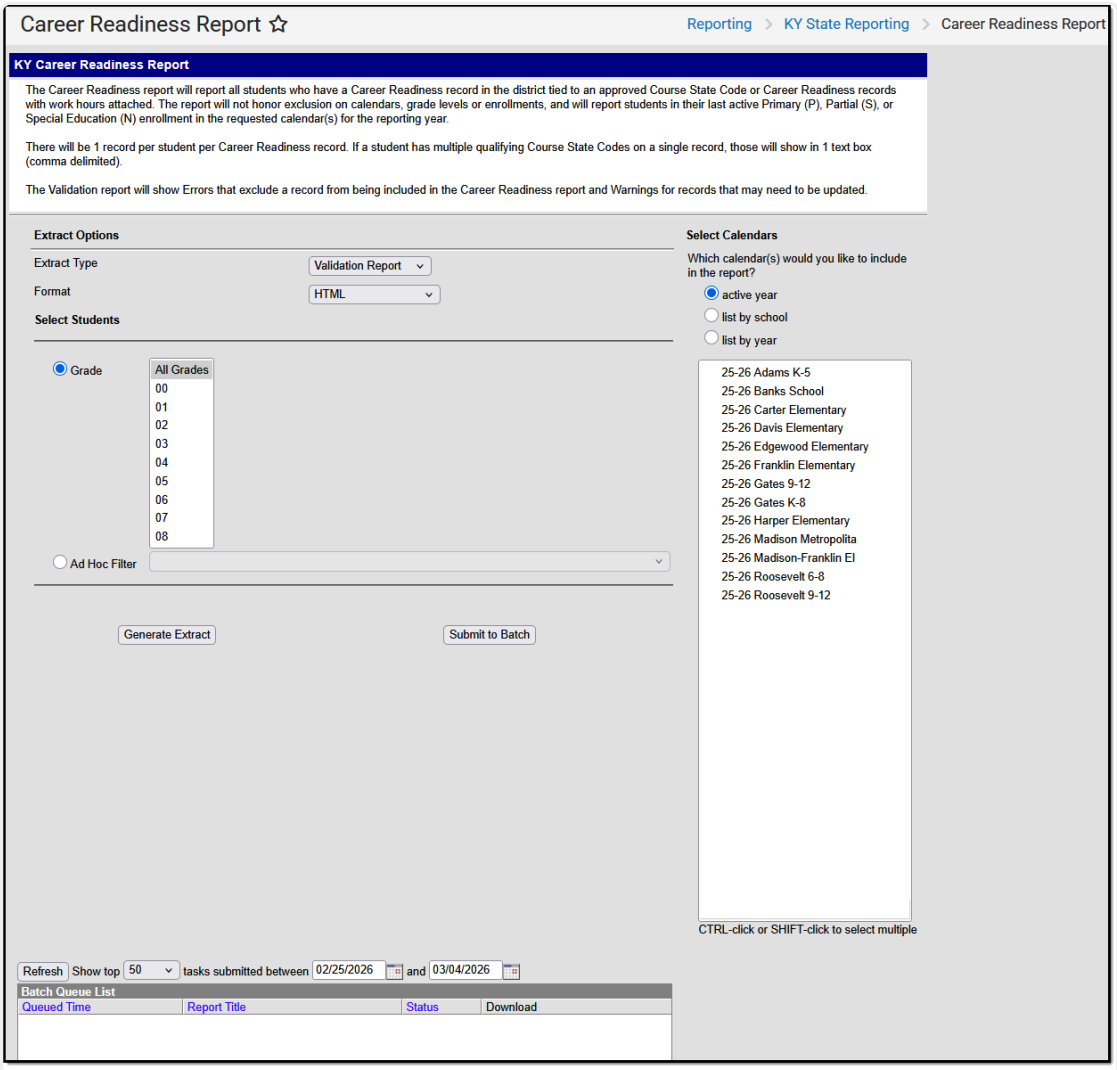
Career Readiness Report (Kentucky)

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Tool Search: Career Readiness

The Career Readiness report lists all students with a Career Readiness record in the district tied to an approved State Course 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 one record per student per Career Readiness record. When a student has multiple qualifying State Course Codes on a single record, they report in a single text box (comma-delimited).



KY Career Readiness Report

#	Functional Requirements

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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) or In Progress (IP) to report.
1.3a	Students with a sum of less than 300 hours and a status of Pass (P) will result in a warning, but will be included on the report.
1.3b	Students with less than 1 hour and a status of Pass (P) or In Progress (IP) will result in a warning, but will be included on the report.
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.

Generate 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 State Course 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 State Course Codes on a single record, those will show in 1 text box (comma delimited).

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
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 State Course Code for student/calendar year saved in Career Readiness program. • State Course Code must be one of the codes from **Appendix A** to appear in the report. • Multiple Course Codes can be selected, displayed in text box, comma delimited. • 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. • If there are duplicate names (due to duplicate course codes), only report once.	Text, comma delimited	cr.courseName	Name that matches the State Course 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 State Course Code. • Search transcript records for matching State Course Code(s). • Sum all credits earned that match the State Course Code(s) and report total number of credits earned, otherwise null. • 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 If In-Progress, Display IP If Fail, Display F	P = Pass IP = In-progress 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 State Course Code or the code is inactive for the school year.

E01: Career Readiness Program is not linked with an Approved Career Readiness State Course

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 State Course Code entered.
E1.R2	State Course Code is NOT active during reporting year (Compare to Course Codes > Course Code Editor > start year and end year).
E1.R3	State Course Code is NULL.
E1.R4	The output will be sorted by District Name, School name, Student Last Name, Student First Name.

Error 2: Career Readiness Program has a status of FAIL Records

E02: The following Career Readiness program records have a Status of Fail 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 a Status of Fail.
E2.R2	One or more of the State Course 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.

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

W01: The following students have a Career Readiness program record associated with a WBL State Course 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 State Course Code, but do not have a transcript record associated with the course. If they have hours but no State Course Code, do not report - those will be in E01.

#	Requirement
W1.R2	State Course 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. • Records not associated with an approved State Course Code in the Career Readiness program report will not trigger an error nor appear in the Career Readiness report. • If there are duplicate names (due to duplicate State Course Codes), only report once • 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 Program Hours are Less than 1 with a status other than FAIL Records

W02: The following students have a Career Readiness record associated with an approved State Course Code, but the hours are less than 1 and Status of Pass or In Progress. Number of Records: 1.

#	Requirement
W2.R1	Includes a list of students who have a Career Readiness record, with an approved State Course Code.
W2.R2	Hours on the record are less than 1, and Status = Pass or In Progress.
W2.R3	The output will be sorted by District Name, School name, Student Last Name, Student First Name.

Warning 3: Career Readiness Program has less than 300 completed hours Records

W03: The following students have Career Readiness program records that sum to less than 300 hours completed. Number of Records: 1.

#	Requirement
W3.R1	Includes a list of students who have Career Readiness record(s) with Status = Pass that sum to less than 300 hours completed.
W3.R2	One or more of the State Course Codes is from the approved Career Readiness State Codes.
W3.R3	The output will be sorted by District Name, School name, Student Last Name, Student First Name.