Career Readiness Report (Kentucky) [.2319 - .2431]

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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.

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KY Career Readiness Report

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
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

Element Name	Description	Format, Length, and Type	Campus Database	Campus Interface
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
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

Element Name	Description	Format, Length, and Type	Campus Database	Campus Interface
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
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. • Course State 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.	Text, comma delimited	cr.stateCode	Student Information > Program Participation > Career Readiness
State Course Code Name	The state course name.	Text, comma delimited	cr.courseName	Name that matches the Course State Code in **Appendix A**.
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

Element Name	Description	Format, Length, and Type	Campus Database	Campus Interface
Transcript Credits	Credits earned for courses matching the Course State Code. • Search transcript records for matching Course State Code(s). • Sum all credits earned that match the Course State Code(s) and report total number of credits earned, otherwise null.	Numeric	cr.creditsEarned	Student Information > General > Transcript
Pass	Display P if Pass has been checked in the Career Readiness Program, otherwise IP or F.	P = Pass IP = In-progress F = Fail	passStatus	Student Information > Program Participation > Career Readiness > Pass
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
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 **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**.

> **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.

Warning 1: Career Readiness Program not linked with a Career Readiness Course State Code

Warning 1: Includes a list of students who have a Career Readiness record with WBL hours but no approved Course State Code (Course State Code is null).

W01: The following students have Career Readiness program records not associated with a Career Readiness Course State Code.

#	Requirement
W1.R1	Includes a list of students who have a Career Readiness record with WBL hours, but no Course State Code entered.
W1.R2	Course State Code is NULL in the Career Readiness Program Record.
W1.R3	The output will be sorted by District Name, School Name, Student Last Name, Student First Name.

Warning 2: Career Readiness course does not have an associated transcript record

Warning 2: 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.

W02: 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 records will show on the validation report.

#	Requirement
W2.R1	Includes a list of students who have a Career Readiness record, with an approved 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 as they will be covered in W01.
W2.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. • 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. • If the Career Readiness record has multiple courses aligned, Warning 2 will only display the courses that do not have an associated transcript record.
W2.R3	The output will be sorted by District Name, School Name, Student Last Name, Student First Name.