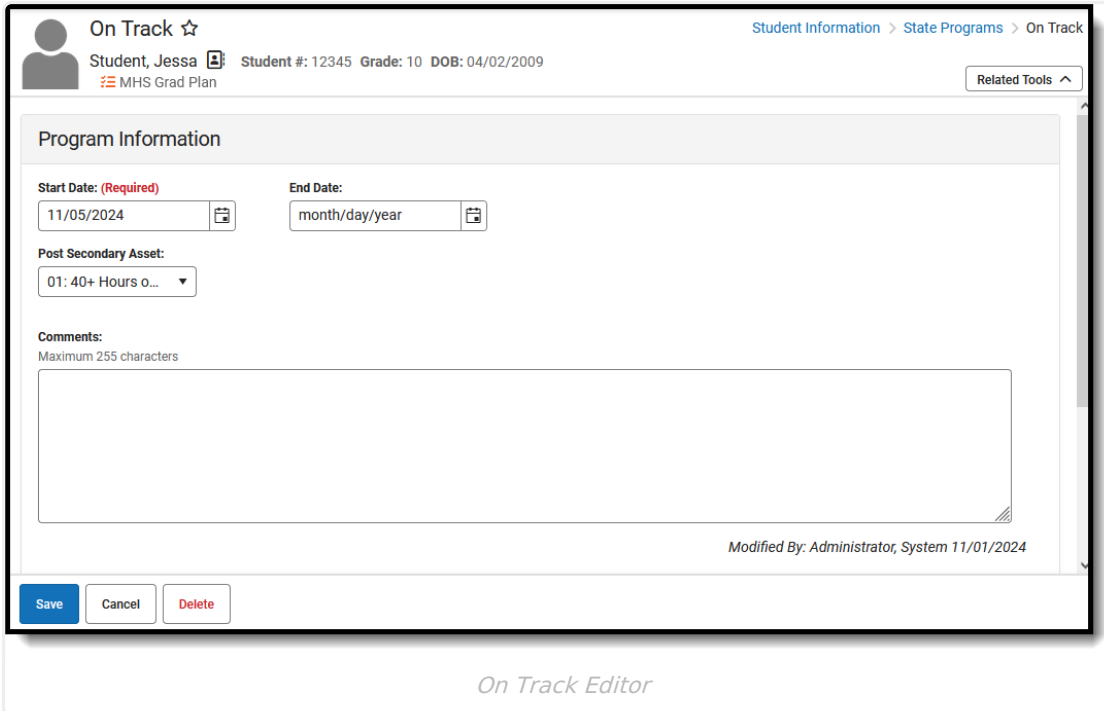


# On Track (Kansas)

Last Modified on 01/21/2025 2:53 pm CST

The On Track tool tracks 9-12 grade students' progress towards graduation, with special attention to post-secondary assets. This is a new reporting requirement for the 2024-25 school year, starting with 9th grade students, and is collected in the [KIDS EOYA Extract](#) and the [Student Education Organization Associations Resource](#).



The screenshot shows the 'On Track Editor' interface. At the top, it displays 'On Track ☆' and 'Student Information > State Programs > On Track'. Below this, student details are shown: 'Student, Jessa', 'Student #: 12345', 'Grade: 10', and 'DOB: 04/02/2009'. There is also a link to 'MHS Grad Plan' and a 'Related Tools' dropdown. The main section is titled 'Program Information' and contains several fields: 'Start Date: (Required)' with a date picker set to '11/05/2024', 'End Date:' with a date picker set to 'month/day/year', and 'Post Secondary Asset:' with a dropdown menu set to '01: 40+ Hours o...'. Below these is a 'Comments:' section with a note 'Maximum 255 characters' and a large text area. At the bottom right of the form, it says 'Modified By: Administrator, System 11/01/2024'. At the very bottom of the editor are three buttons: 'Save', 'Cancel', and 'Delete'.

- Read** - Access and view On Track records.
- Write** - Modify existing On Track records.
- Add** - Add new On Track records.
- Delete** - Permanently remove On Track records.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

A student may only have one active On Track record per Post Secondary Asset type at any given time. Overlapping records by Post Secondary Asset type are not allowed.

Use the [Federal/State Program Updater](#) to import existing On Track records for students or to update records for multiple students.

To filter the list of student records, use the **School Year** filter to narrow results. To access a particular record, select **View** to see the individual program record details.

**On Track** ☆

[Student Information](#) > [State Programs](#) > [On Track](#)

**Student, Jessa**

**Student #: 12345**

**Grade: 10**

**DOB: 04/02/2009**

Related Tools ^

**School Year**  
 24-25

24-25  
 23-24  
 22-23  
 21-22  
 20-21

**End Date:**  
 Hours of

**Created By:** Manhattan-Ogden USD 383  
 D0383; 11/01/2024

View

New
Print

Main View of On Track Record

Records can also be printed from this main view. Click **Print** to generate a PDF report of the student's On Track records.

<b>Kansas State</b> <small>Generated on 11/01/2024 01:30:00 PM Page 1 of 1</small>	<b>On Track Summary</b> <small>Grade: 10 Birthdate: 04/02/2009 State ID: 81347</small>
<b>Start Date:</b> 11/05/2024 <b>End Date:</b> <b>Post Secondary Asset:</b> 40+ Hours of Community Service <b>Comments:</b>	<b>Created By:</b> Manhattan-Ogden USD 383 D0383; 11/01/2024
<b>Start Date:</b> 05/05/2023 <b>End Date:</b> 06/30/2023 <b>Post Secondary Asset:</b> Junior ROTC <b>Comments:</b>	<b>Created By:</b> Manhattan-Ogden USD 383 D0383; 11/01/2024

Print of On Track Records

## On Track Field Descriptions

Field	Description	Additional Information
<b>Start Date</b> <i>Required</i>	Indicates the first date the student participated in the program. This is a required field.	<b>Database Location:</b> OnTrack.startDate  <b>Ad hoc Inquiries:</b> Student > Learner > State Programs > OnTrack > startDate <b>onTrack.startDate)</b>

Field	Description	Additional Information
<b>End Date</b>	Indicates the last date the student participated in the program.	<p><b>Database Location:</b> OnTrack.startDate</p> <p><b>Ad hoc Inquiries:</b> Student &gt; Learner &gt; State Programs &gt; OnTrack &gt; endDate <b>(onTrack.endDate)</b></p>
<b>Post Secondary Asset</b>	<p>Lists the options for the Post Secondary Asset record.</p> <ul style="list-style-type: none"> <li>• 01: 40+ Hours of Community Service</li> <li>• 02: 2+ High School Athletics or Activities</li> <li>• 03: Junior ROTC</li> </ul>	<p><b>Database Location:</b> OnTrack.postsecondaryAsset</p> <p><b>Ad hoc Inquiries:</b> Student &gt; Learner &gt; State Programs &gt; OnTrack &gt; postSecondaryAsset <b>(onTrack.postSecondaryAsset)</b></p>
<b>Comments</b>	Lists any comments related to the student's participation in the program.	<p><b>Database Location:</b>OnTrack.comments</p> <p><b>Ad hoc Inquiries:</b> Student &gt; Learner &gt; State Programs &gt; OnTrack &gt; comments <b>(onTrack.comments)</b></p>

## Add an On Track Record

1. Click **New** in the action bar across the bottom.
2. Enter a **Start Date** of when the student began participation in the On Track program.
3. Select the appropriate **Post Secondary Asset** for this student.
4. Enter any **Comments** needed for this record, along with any District Defined Elements.
5. Click **Save** when finished.