On Track

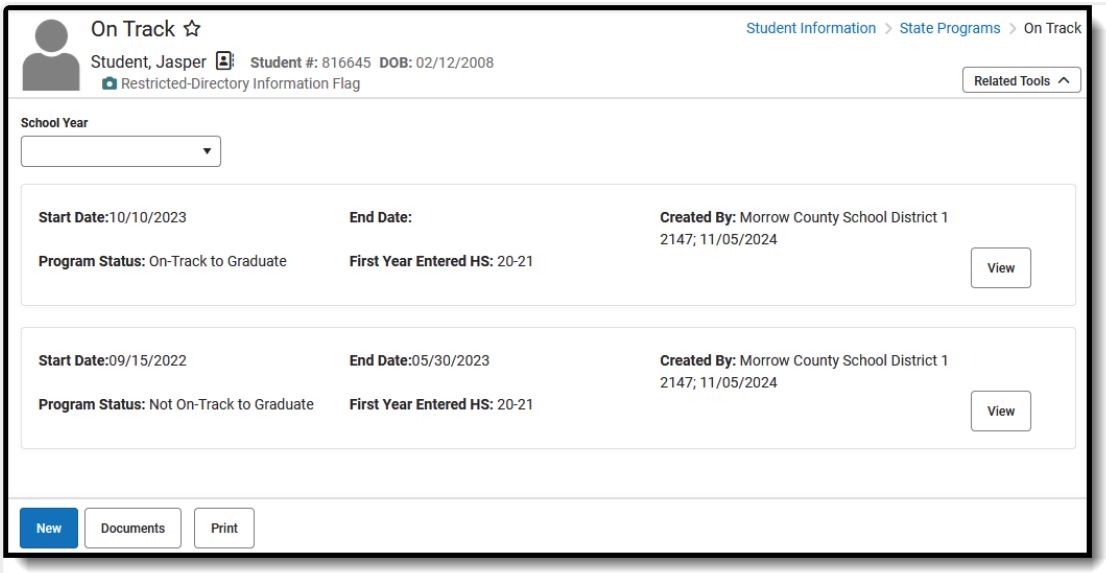
Last Modified on 09/24/2026 10:38 am CDT

Path: Student Information > State Programs > On Track

The On Track tool provides a way to indicate whether a student is successful in school and is keeping up with grade level requirements to graduate on time.

Use the Federal/State Program Updater to import existing On Track records for students or to update records for multiple students.

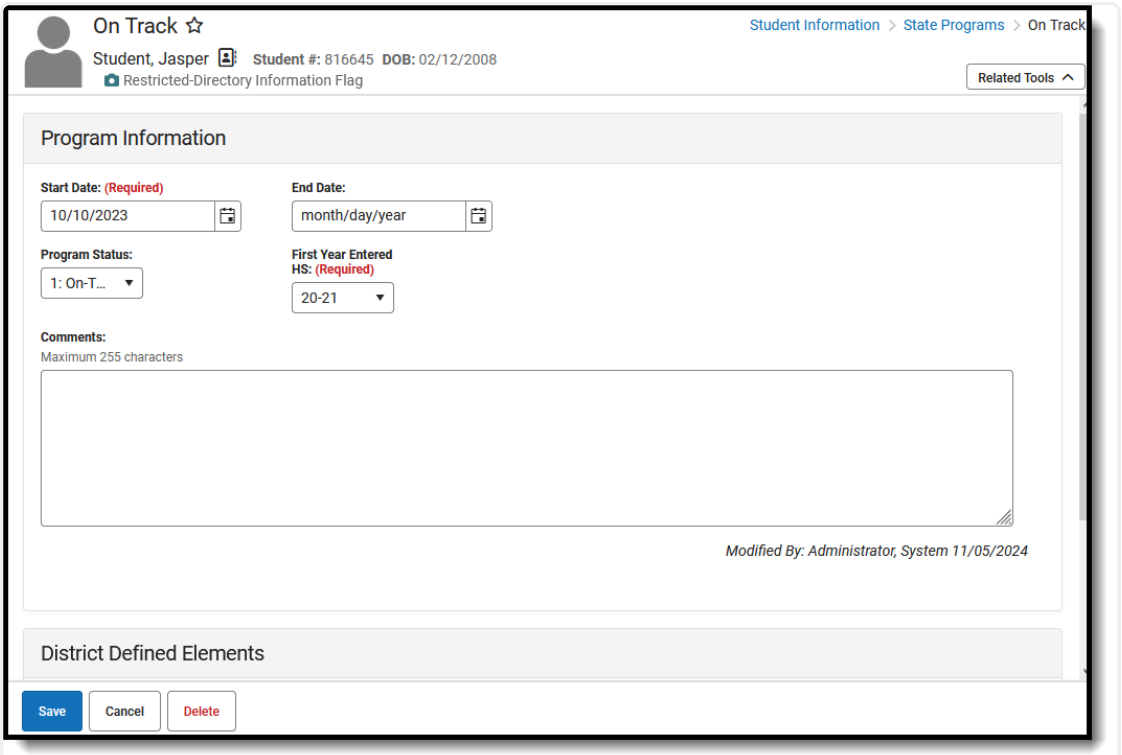
Overlapping records are not allowed. When a student's program status changes, the current record must be ended, and a new record needs to be added with the new program status.



On Track Main View

See the State Programs Tool Rights article for information about tool rights needed to use this and other State Programs tools.

Manage On Track records



On Track Record

Enter new record

1. Click **New** to enter a new On Track record.
2. Enter a **Start Date**.
3. Enter other information as appropriate and **Save**.

Update existing records

1. Search for and select a **student**.
2. Select a **School Year** from the droplist if you wish to narrow the list of displayed records to just that year. Leave blank to display all the student's records.
3. Use the **View** button to display details of a selected record.
4. Edit information if appropriate and **Save**. Fields may vary by state.
5. **Note**: Districts that use Campus Digital Repository can use the Documents button to upload corresponding documents to the selected student's records.

Program status changes

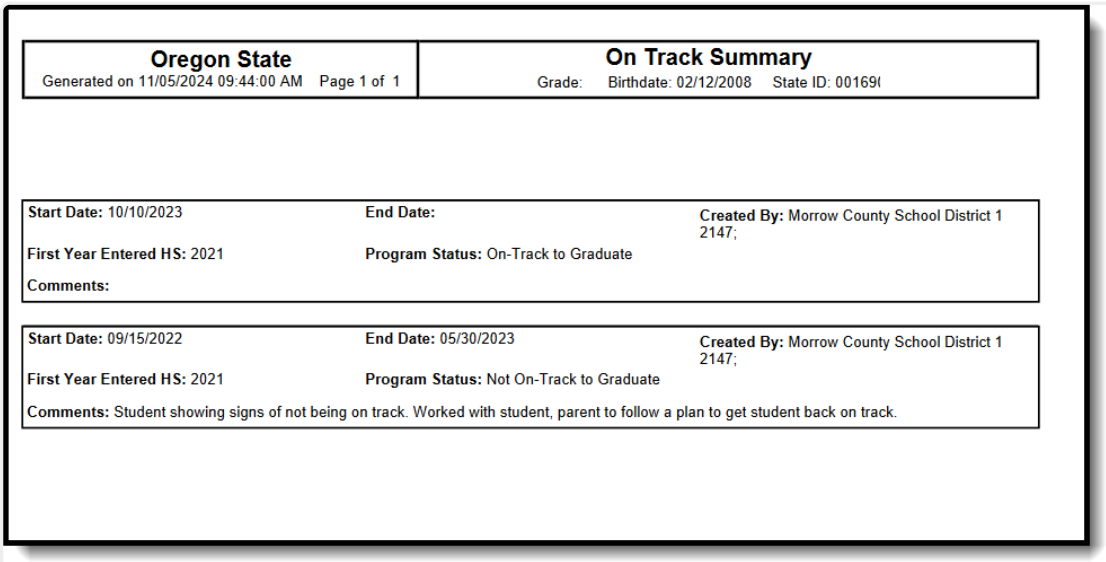
Overlapping records are not allowed. When a student's program status changes, the current record must be ended, and a new record needs to be added with the new program status.

1. **Select** the record that needs to be entered.
2. Enter an **End Date** and update any other information as appropriate.
3. **Save**.
4. Click **New** to add a new record.
5. Enter a **Start Date** for the new record that does not overlap the ended record.

6. Enter other information as appropriate and **save**.

Print a record summary

Click **Print** to generate a PDF report of the student's On Track records.



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On Track Summary
Grade: Birthdate: 02/12/2008 State ID: 00169(

Start Date: 10/10/2023 **End Date:** **Created By:** Morrow County School District 1 2147;
First Year Entered HS: 2021 **Program Status:** On-Track to Graduate
Comments:

Start Date: 09/15/2022 **End Date:** 05/30/2023 **Created By:** Morrow County School District 1 2147;
First Year Entered HS: 2021 **Program Status:** Not On-Track to Graduate
Comments: Student showing signs of not being on track. Worked with student, parent to follow a plan to get student back on track.

PDF of On Track Records

State-specific information

Schools in states using this tool should follow state guidelines regarding who should be added to this program and how data is to be collected and reported. Localized fields may exist for your state. Please see your state's State Tools articles for more information on procedures in your state.

- Kansas
- Missouri
- Oregon