

Kicked Back Courses – Why?

The Kicked Back Courses report is a new report available to help validate course data and to see what courses were not imported into the Perkins Data Collection system from SD STARS.

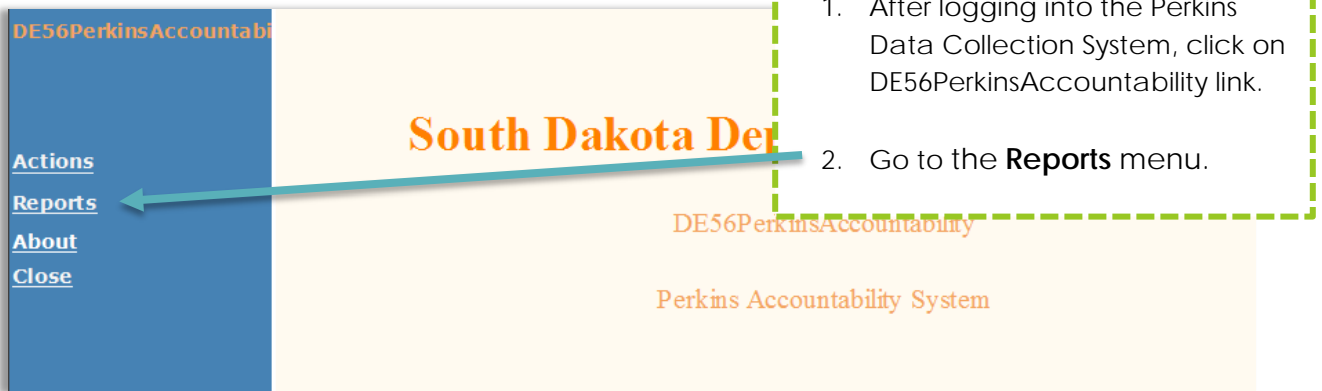
- This report runs every morning during the data collection period. So if any changes are made in Infinite Campus, the changes will be imported the next morning.

Note: If your district does not use Infinite Campus-District Edition, this report will not return any results.

The Kicked Back Courses report should be used to complement the Student Summary By Class Assignment report.

- **Kicked Back Courses** report will indicate the student course records that did not import into the Perkins System
- **Student Summary Report By Class Assignment** report will list all classes in the Perkins System for each student in the reporting year.

Where is the Kicked Back Courses Report?



1. After logging into the Perkins Data Collection System, click on DE56PerkinsAccountability link.
2. Go to the **Reports** menu.

DE56PerkinsAccountability Report Menu

[Actions](#)

[Reports](#)

[About](#)

[Close](#)

Report Group:

- District Reports ←
- District Reports (2008 - 2012)
- District Reports (2013 - 2017)
- District Reports (Prior to 2008)

3. Select District Reports.

View	Name	Description
	1S1: Attainment of Academic Skills - Reading / Language Arts	Report measures current 12th grade concentrators' attainment in Reading/Language Arts from their 11th
	1S2: Attainment of Academic Skills - Mathematics	Report measures current 12th grade concentrators' attainment in Mathematics from their 11th

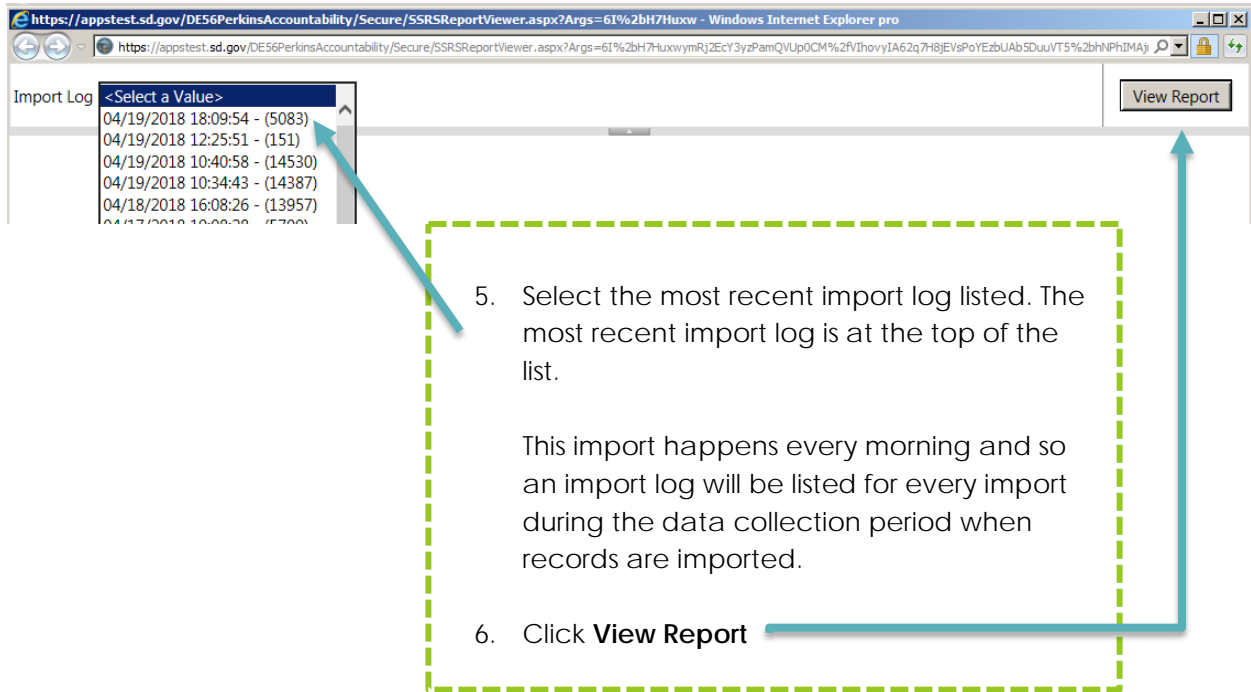
DE56PerkinsAccountability Report Menu - [appstest.sd.gov]

Report Group:

District Reports

View	Name	Description
	1S1: Attainment of Academic Skills - Reading / Language Arts	Report measures current 12th grade concentrators' attainment in Reading/Language Arts from their 11th
	1S2: Attainment of Academic Skills - Mathematics	Report measures current 12th grade concentrators' attainment in Mathematics from their 11th
	2S1: Technical Skills Attainment	Report measures the number of concentrators who attain a 75% or higher average in their CTE Career Cluster program out of the total number of concentrators in the program.
	3S1: Student Completion Rates	Report compares the number of concentrators who are completers to the number of concentrators who left secondary education during the regular year. *Report not available until Fall semester after data is entered.
	4S1: Student Graduation Rates	Report compares the number of concentrators who earned a regular secondary school diploma to the number of concentrators who left secondary education during the regular year. *Report not available until Fall semester after data is entered.
	5S1: Placement – Exiting Students	Report displays the percentage of exiting concentrators placed in the following categories: four year postsecondary, two year postsecondary, military, employment or advanced training (compared to all exiting concentrators).
	6S1: Nontraditional Participation	Report displays the rate of nontraditional participants to all participants in those Career Clusters considered nontraditional (females in AFNR, A/C, IT, Manufacturing, STEM and Transportation; males in Human Services and Health Science).
	6S2: Nontraditional Completion	Report displays the rate of nontraditional concentrators to all concentrators in those Career Clusters considered nontraditional (females in AFNR, A/C, IT, Manufacturing, STEM and Transportation; males in Human Services and Health Science).
	Concentrators By Cluster	Report displays all students in grades 9-12 who have earned two (2) credits in a single CTE Career Cluster program area. Reports display totals by Career Cluster not individual student.
	Kicked Back Courses	
	Participants by Cluster	Report displays all secondary students who have enrolled in any career and technical education program.
	Student Completion Rate 3S1 By District And Cluster	Student Completion Rate 3S1 By District And Cluster
	Student Graduation Rate 4S1 By District And Cluster	Student Graduation Rate 4S1 By District And Cluster
	Student Summary Report by Class Assignment	Report provides an overview of all information entered for students by individual class assignment code in the current year. Useful for checking the accuracy of data entered.
	Student Summary Report by Cluster	Report provides an overview of all information entered for students by Career Cluster. Useful for checking the accuracy of data entered.

4. Click on the page icon next to **Kicked Back Courses**.

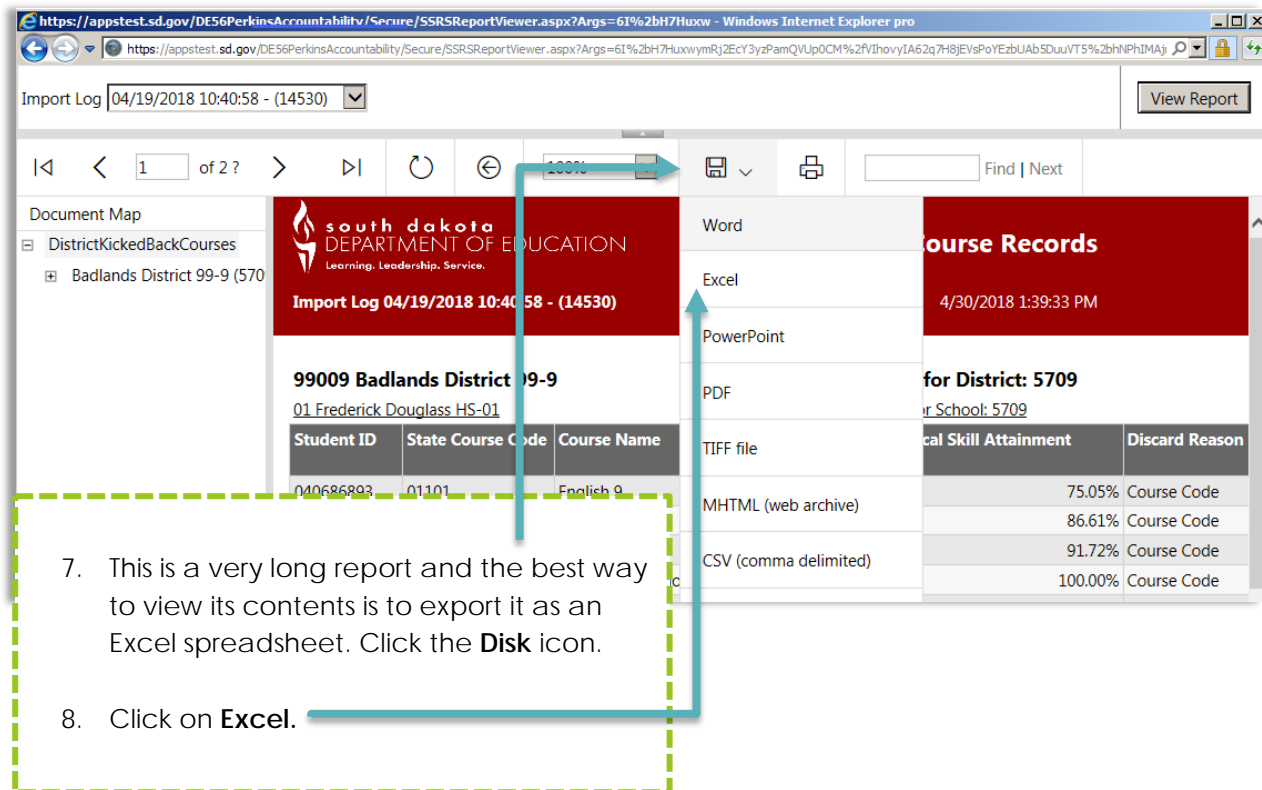


5. Select the most recent import log listed. The most recent import log is at the top of the list.

This import happens every morning and so an import log will be listed for every import during the data collection period when records are imported.

6. Click **View Report**

****Student data contained in screenshot are fictitious****

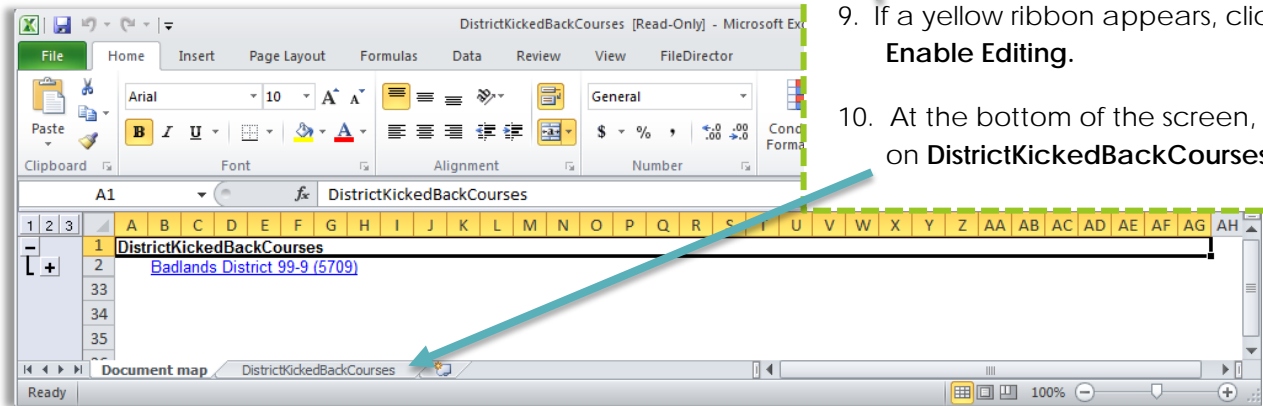
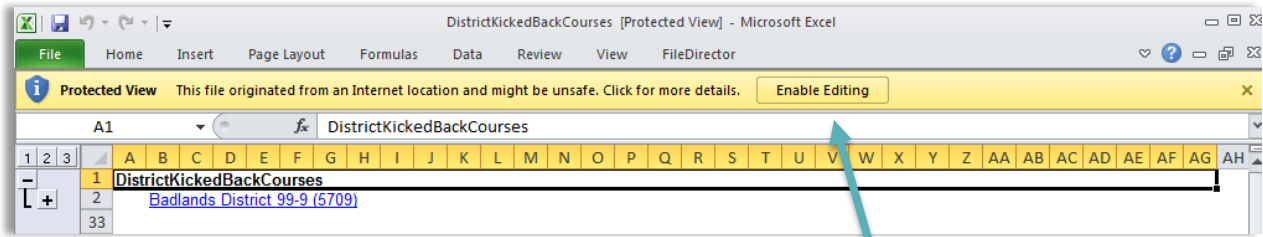


7. This is a very long report and the best way to view its contents is to export it as an Excel spreadsheet. Click the **Disk** icon.

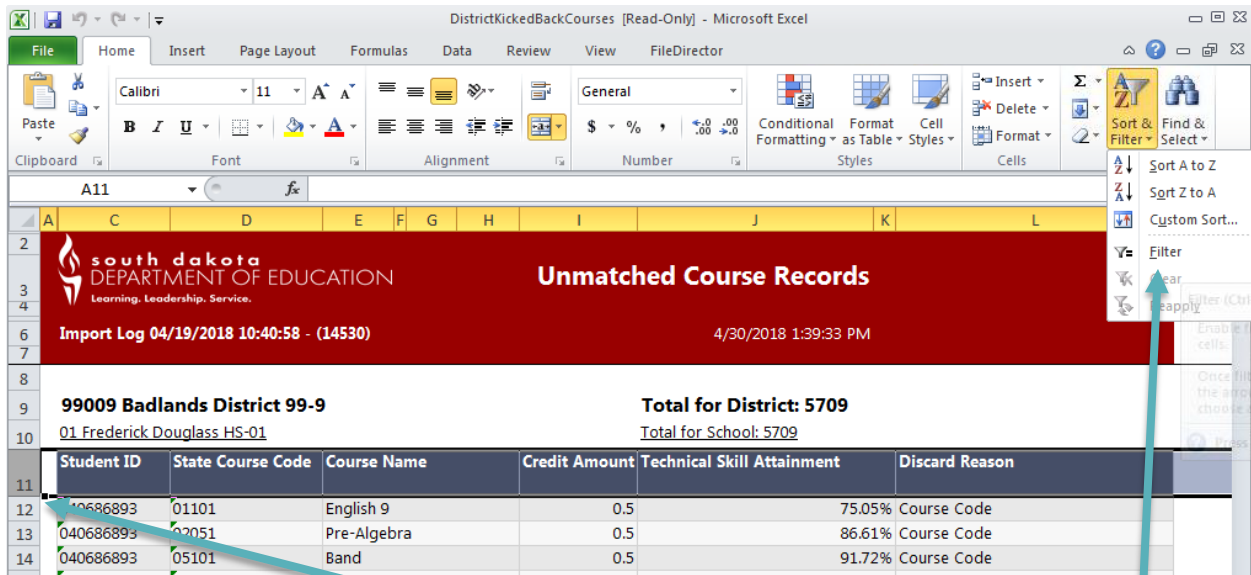
8. Click on **Excel**.

Student ID	State Course Code	Course Name
040686803	01101	English 9

Course Name	Course Code	Course Code	Discard Reason
English 9	01101	75.05%	Course Code
English 9	01101	86.61%	Course Code
English 9	01101	91.72%	Course Code
English 9	01101	100.00%	Course Code

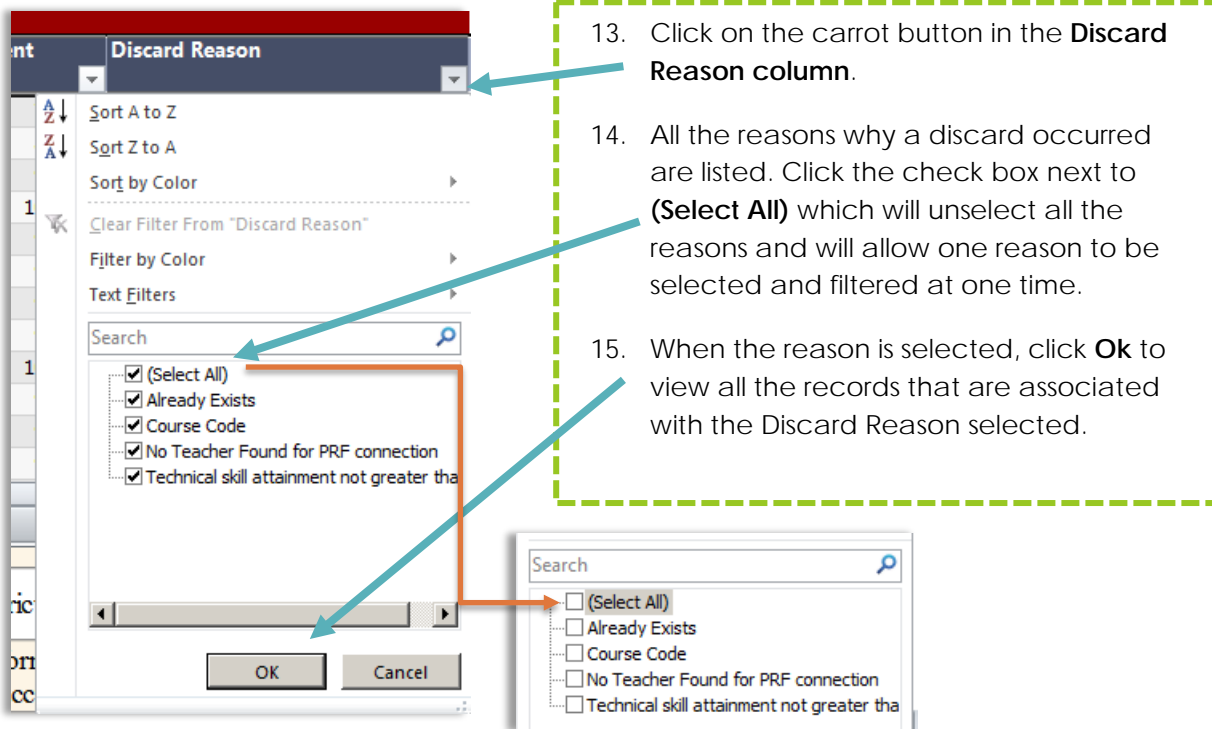


- 9. If a yellow ribbon appears, click **Enable Editing**.
- 10. At the bottom of the screen, click on **DistrictKickedBackCourses** tab.



****Student data contained in screenshot are fictitious****

- 11. Click on **row 11** to highlight the row.
- 12. Click on **Sort & Filter** and a dropdown menu will appear. Then select **Filter**.



13. Click on the carrot button in the **Discard Reason** column.

14. All the reasons why a discard occurred are listed. Click the check box next to **(Select All)** which will unselect all the reasons and will allow one reason to be selected and filtered at one time.

15. When the reason is selected, click **Ok** to view all the records that are associated with the Discard Reason selected.

Discard Reason	What it Means	Example
Already Exists	Record was imported into the Perkins Data System in a previous import date	
Course Code	Course is not part of an approved CTE program at the attendance center.	American History 04302
Course Code	Invalid state course code was used in Infinite Campus	Personal Finance 22210 (correct code is 19262)
No Teacher Found for PRF Connection	Course is not listed for a teacher in the PRF for the attendance center.	
No Teacher Found for PRF Connection	Course is listed in the PRF for a teacher at the attendance center, but the course is not part of an approved CTE program at the attendance center.	School has STEM cluster, teacher PRF lists Cabinetry (17007), course is not part of STEM cluster
Technical Skill Attainment Not Greater Than 0	Course has a letter grade for Percent Score or Course Grade. (For credit to be counted toward a concentrator status, the grade will need to be manually entered into Perkins with a percent for Technical Skill Attainment.	A, B, F, etc
Technical Skill Attainment Not Greater Than 0	Course has a value that is something other than a numerical value greater than 0	0.95, --, etc.
Other	Student was not found in enrollment list – contact DOE	

Note: Incompletes and withdraws will be ignored and will not be imported nor discarded.

Go through the Discard Reasons and compare data with the Infinite Campus system data. Look for the following things:

- 1) Are there CTE courses showing with a discard reason of “No Teacher Found for PRF Connection”?
 - a. If yes:
 - i. Check Teacher 411 to see if the course is listed for the teacher who teaches the course.
 - ii. Check the course code to make sure that it is a current course code.
 - iii. Check to see if the course is part of an approved CTE cluster at the attendance center. See the Program Application for the reporting year or the sequence of courses for the cluster on the [DOE website](#).
 - b. If no, proceed.

- 2) Are there CTE courses showing with a discard reason of “Course Code”?
 - a. If yes:
 - i. Is the course part of an approved CTE cluster at the attendance center?
 - ii. Is the course code used a state course code?
 - b. If no, proceed.

- 3) Are there CTE courses showing with a discard reason of “Technical Skill Attainment Not Greater Than 0”?
 - a. If yes:
 - i. Check the record in Infinite Campus. If the record should be a letter grade, then the course data will need to be entered into the Perkins system manually in order for the course to count towards a student’s CTE concentrator status. (Perkins measure for federal accountability uses grade percent scores for student Technical Skill Attainment)
 - ii. If the score is blank, check to determine if a score should be posted in case it was inadvertently missed.
 - b. If no, proceed.

If Yes was the answer for any of these questions, you will need to check to determine why the record is being kicked back if the record should be importing into the Perkins Data Collection System.

The reason will need to be resolved before the course will import. Once the reason is resolved, the record will import the following morning.