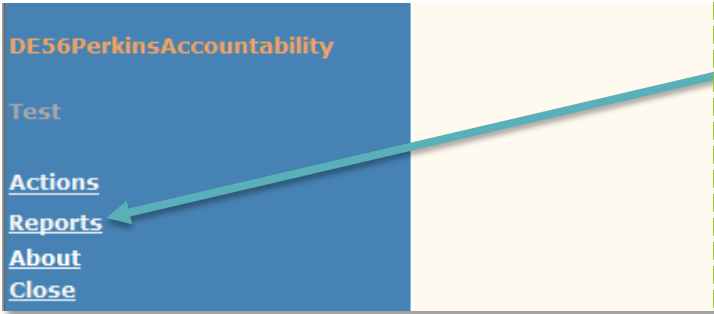


# Placement Data Validation


To ensure accuracy and completeness that the placement data entered for exiting students is complete, follow the following steps to check the data.

## Run the Student Summary Report by Cluster

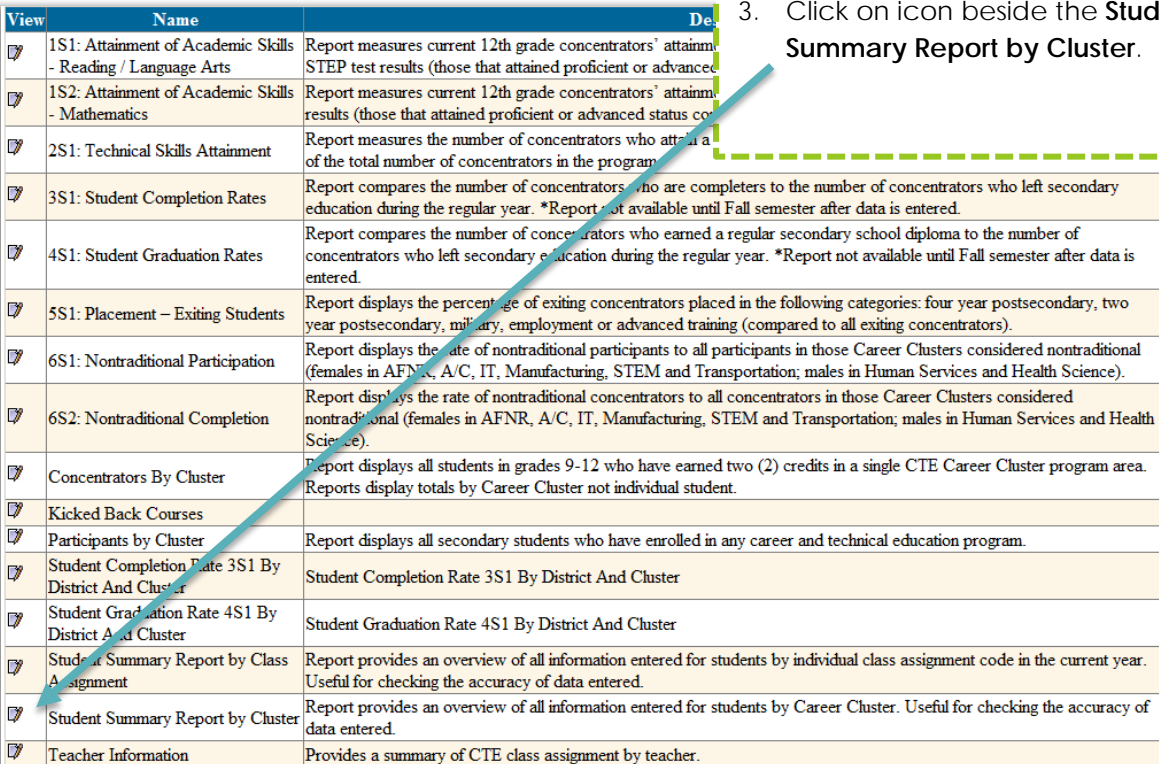
The Student Summary Report by Cluster report is a good tool to recheck the data you've entered and to assure you've accurately input data.



1. Click on **Reports**.



2. In the dropdown menu, choose **District Reports**. A menu of reports will appear.



3. Click on icon beside the **Student Summary Report by Cluster**.

View	Name	Description
	1S1: Attainment of Academic Skills - Reading / Language Arts	Report measures current 12th grade concentrators' attainment of academic skills (those that attained proficient or advanced status).
	1S2: Attainment of Academic Skills - Mathematics	Report measures current 12th grade concentrators' attainment of academic skills (those that attained proficient or advanced status).
	2S1: Technical Skills Attainment	Report measures the number of concentrators who attained technical skills (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.
	Teacher Information	Provides a summary of CTE class assignment by teacher.

### Enter Report Criteria

Select district from listbox:

Please select a school year:

Crystal  PDF

Find...

Main Report

Students Name	Grade Level	Cluster Description

Export

File Format:

Page Format:  Crystal Reports (RPT)

- PDF
- Microsoft Excel (97-2003)
- Microsoft Excel (97-2003) Data-Only
- Microsoft Excel Workbook Data-only
- Microsoft Word (97-2003)
- Microsoft Word (97-2003) - Editable
- Rich Text Format (RTF)
- Character Separated Values (CSV)
- XML

4. Double check that "2018" appears in bottom drop down menu.
  5. Select **PDF** if you only want to view or save the report. Select **Crystal** if you would like to export the report to Excel.
  6. Click **OK**. The report will run. It may take a few moments to generate and appear.
  7. While looking at the report in the Crystal version, click the icon in the upper left corner of the screen (export icon).
- If the Export Report screen does not appear, hold down the Control button while following the next step. Most errors at this point are caused by local security settings; contact your local technology administrator for more information.
8. Click on the file format drop-down menu and choose *Microsoft Excel 97-2003 - Data Only (XLS)* so that you can manipulate the file.
  9. Click **OK**.

Note: The Excel files generated using Crystal have inaccurate column labels.

Column Letter	Actual data in column
A	Blank
B	Students Name
C	Grade Level
D	Cluster Description
E	Credits
F	Status
G	Math
H	Reading
I	Grad
J	Disability
K	Single Parent
L	Average TSA
M	Placement Status

Review the data for accuracy. Pay special attention to the grade 12 students' Status (concentrator or participant) and Placement Status. Also check students who have left secondary education (graduate early or drop out) and ensure that data is also complete. See the example below. All 12<sup>th</sup> grade Concentrators must have an accurate Placement Status.

**If any changes need to be made to a student's data, those can be made via the Individual Enrollment (see the Individual Enrollment instructions)**

Level	Description	Credits Earned	Status	D	SP	Average TSA	Placement Status
9				N	N		
10	Agriculture, Food & Natural Resources	1.00	Participant	N	N	97.00	
10	Agriculture, Food & Natural Resources	1.00	Participant	N	N	70.00	
9				N	N		
8				N	N		
11	Agriculture, Food & Natural Resources	2.00	Concentrator	N	N	97.50	
7				N	N		
10	Agriculture, Food & Natural Resources	1.00	Participant	N	N	90.00	
7				N	N		
11	Agriculture, Food & Natural Resources	1.00	Participant	N	N	98.50	
11	Agriculture, Food & Natural Resources	2.00	Concentrator	Y	N	90.00	
8				N	N		
12	Agriculture, Food & Natural Resources	1.00	Participant	N	N	100.00	
12	Agriculture, Food & Natural Resources	2.00	Concentrator	N	N	100.00	
12	Agriculture, Food & Natural Resources	3.00	Concentrator	N	N	100.00	
8				Y	N		
9				N	N		

## ***Adding Missing Student Placement***

Missing placement data can be added by following the directions in the Individual Enrollment guide or the Placement Data Entry guide.

Note: Placement for students who are not in 12<sup>th</sup> grade and are exiting secondary education (graduating early or drop out), must be entered via the Individual Enrollment method.