Dual Enrollment Cap Summary (Kentucky)

Last Modified on 10/22/2022 10:21 am CDT

Report Logic | Report Editor Details | Generating the Report

PATH: *KY State Reporting > Dual Enrollment Cap Summary*

The **Dual Enrollment Cap Summary Report** provides a list of students who are subject to the Dual Enrollment Cap in Kentucky attendance reports. Students must have no more than one primary enrollment and one secondary enrollment at any given time.

Image 1: Dual Enrollment Cap Summary Report Editor

Only students who have at least one primary enrollment and at least one secondary enrollment in the district silumtaneously for a minimum of one day within the school year selected in the Campus toolbar will be reported.

Students who are marked as State Exclude will be included in this report, as well as students in grade levels marked as State Exclude and calendars marked as State Exclude.

Report Logic

Enrollment data is used for gathering a list of the students. The selected Service Type on each enrollment determines what is a primary enrollment or a secondary enrollment. Primary enrollments are listed first, and subsequent enrollments at the same school will be listed with a numeric designation. The earliest chronological enrollment will display first, followed by additional enrollments. All enrollments will be displayed.
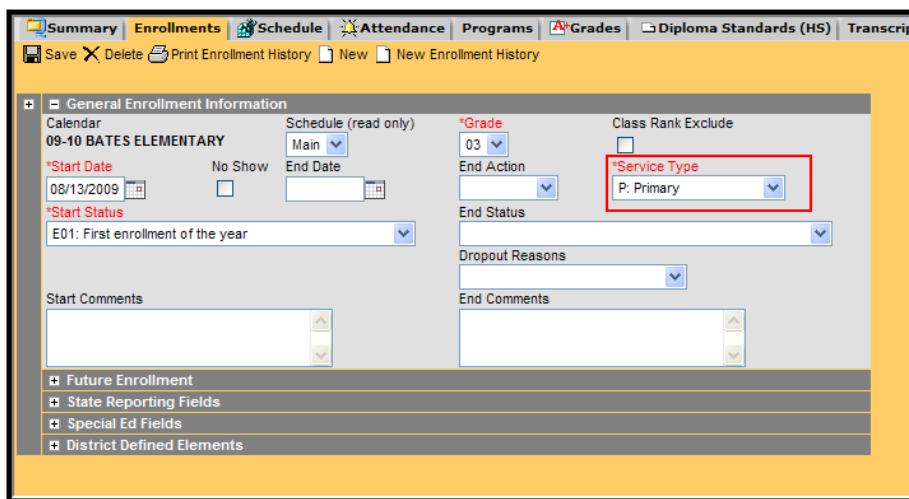

Image 2: Student Service Type (Student Information > General > Enrollments > General Enrollment Information)

Report Editor Details

The Report editor allows the selection of calendars by Active Year (shown in image above), by School or by Year. The report is intended to be generated against all calendarsi in the district in order to see all dual-enrolled students.
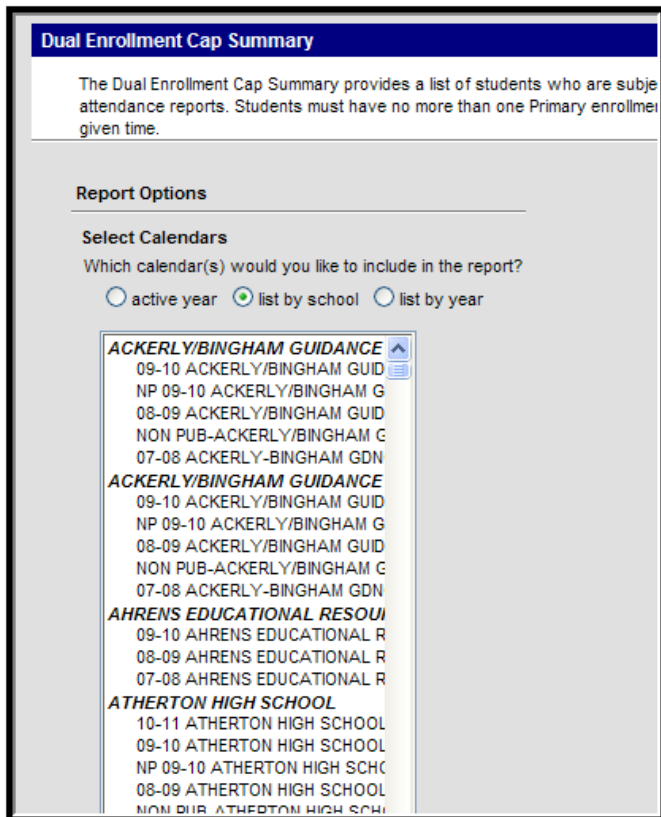
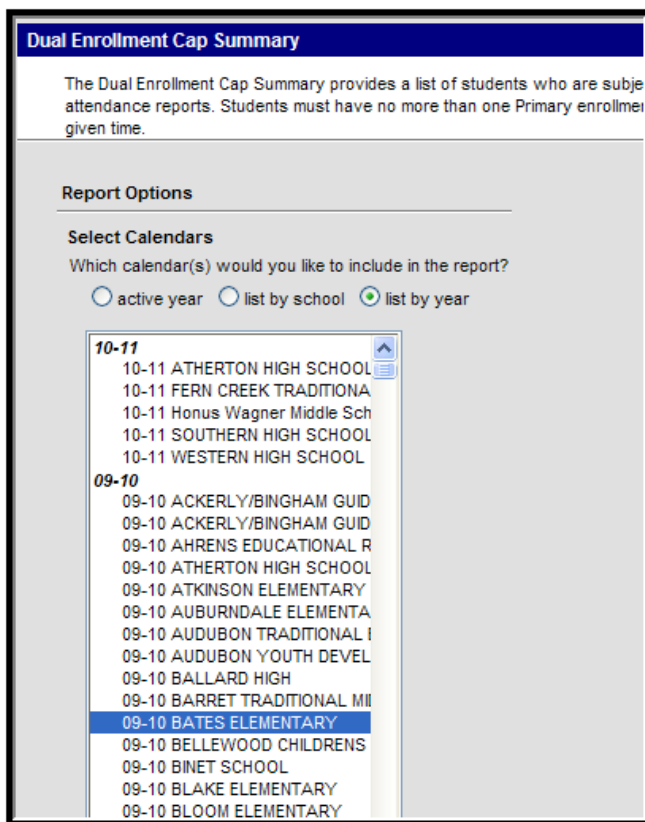*Image 3: Dual Enrollment Cap - Calendars by School*

Image 4: Dual Enrollment Cap - Calendars by Year

The report can be generated in either HTML format or PDF format. The HTML format will display enrollments that are hyperlinked to allow the user to view the selected enrollment. The PDF version

does not contain hyperlinks to the enrollment, but is provided in case users wish to print out the list of students to aid in the workflow process. Images of both the HTML and PDF formats appear below.

Generating the Report

1. Select the **Calendars** to include in the report. Calendars can be selected by school, by active year or by year.
2. Select the desired **Format** of the report - either HTML or PDF.
3. Click the **Generate Report** button. The report will appear in a new window in the selected format.

Kentucky State Generated on 02/05/2010 11:31:07 AM Page 1 of 1	Dual Enrollment Cap Summary District: JEFFERSON COUNTY PUBLIC SCHOOLS Students Reported:1 Calendar: 09-10 BATES ELEMENTARY

Name	State ID	Grade	Enrollment	Enrollment Date
Student, Mary Catherine	11111111	03	09-10 BATES ELEMENTARY(P)	08/13/2009 -
		03	09-10 BATES ELEMENTARY(S)	02/01/2010 -

Image 5: Dual Enrollment Cap Report - PDF Format

Dual Enrollment Cap Summary
Total students:1

Name	State ID	Grade	Enrollment	Enrollment Date
Student, Mary Catherine	11111111	03 03	09-10 BATES ELEMENTARY(P) 09-10 BATES ELEMENTARY(S)	08/13/2009 - 02/01/2010 -

Image 6: Dual Enrollment Cap Report - HTML Format