Retention Report (Kentucky) [.2132 - .2152]

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PATH: *KY State Reporting > Retention Report*

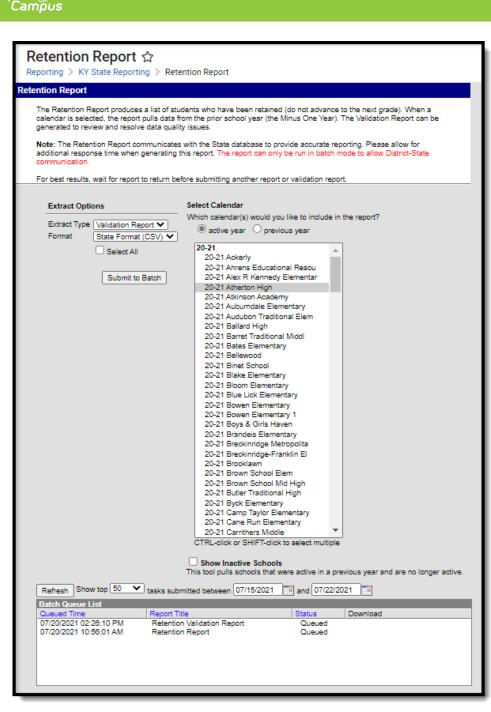The Retention Report provides a count of students who are held back (retained) in the prior grade.

Image 1: Retention Report Editor

Student Selection Criteria

The following lists the selection criteria used for Retained Students:

- A student who is enrolled in a grade level that is marked as State Exclude will appear on the report. However, if a student is enrolled as a state exclude student (marked on enrollment record) or enrolled in a calendar that is marked as state exclude, that student will not appear on the report.
- Students must be enrolled in grades 04-12 who fall under the definition of retention.
- Students marked as Service Type S: Partial and N: Special Ed on their enrollment record do not report.

- Students marked only S or N on their enrollment record do not report.
- If the student has both P: Primary AND S or N in enrollments, only the P: Primary will be considered in report logic.

Students must have been enrolled on the last instructional day of the previous year. Students may have a withdrawal on the last day of instruction and still appear on the report.

When students meet the above criteria, two populations are pulled for the report:

Population 1:

- Students whose first enrollment in the current year is assigned the same state grade as their most recent enrollment in the previous year in the same district. Most recent enrollment and first enrollment is defined by the most recent start date.
- Students pull regardless of whether End Action is selected as R: Retained. If End Action is not R: Retained, however, the student will also display on the warnings.

Population 2:

- Students whose most recent enrollment in the previous year is marked as R: Retained for End Action and who have no enrollments in that same district in the current year. No Show enrollments do not count as enrollments for the purpose of this report and are ignored.

Student with a Supplemental School Year Program record within the Current Year will be excluded from the report, even if they did not advance state grade levels.

Generating the Retention Report

1. Select the appropriate **Format** for the selected extract type.
2. Select the appropriate **calendar(s)** to include in the report.
3. If all calendars should be selected, mark the **Select All** checkbox.
4. Click the **Submit to Batch** button. The report will be sent to the Batch Queue List found at the bottom of the editor.
5. Once the report has been generated, select the blue **Get report** text found the in the Download column. The report will appear in a separate window in the designated format.
6. If errors or warnings are found in the data, that information will appear first. To continue generation of the actual report, select the **Click Here** button at the top of the errors/warnings page to generate the report.

Report Layout

Element	Description	Location
District Number	The District Number tied to the retention. District student attended during -1 year. *Numeric, 3 digits*	District.number System Administration > Resources > District Information > State District Number

Element	Description	Location
District Name	The district name tied to the retention. District student attended during -1 year. *Alphanumeric, 50 characters*	District.name System Administration > Resources > District Information > District Name
School Number	The school number tied to the retention. School student attended during -1 year. *Numeric, 3 digits*	School.number System Administration > Resources > School > Location Number
School Name	The school name tied to the retention. School student attended during -1 year. *Alphanumeric, 50 characters*	School.name System Administration > Resources > School > School Name
State Classification	School state classification. *Text – output Code, i.e., A1, A5*	School.stateClassification System Administration > Resources > School > State Classification
State Student ID	Unique number assigned to a student by the Department of Education. *Numeric, 10 digits*	Person.stateID Census > People > Demographics > Person Identifiers > Student State ID
Last Name	Student's last name. *Alphanumeric, 50 characters*	Identity.lastName Census > People > Demographics > Person Information > Last Name
First Name	Student's first name. *Alphanumeric, 50 characters*	Identity.firstName Census > People > Demographics > Person Information > First Name
Middle Name	Student's middle name. *Alphanumeric, 50 characters*	Identity.middleName Census > People > Demographics > Person Information > Middle Name
Date of Birth	Student's date of birth. *Date field, 10 digits* *MM/DD/YYYY*	Identity.birthdate Census > People > Demographics > Person Information > Birth Date

Element	Description	Location
Race/Ethnicity	Student's federal designation of racial makeup. Reported values are as follows: • Hispanic • American Indian or Alaskan Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White • 2 or more *Text, 50 characters*	Identity.raceEthnicity Census > People > Demographics > Person Information > Race/Ethnicity
Gender	Classification of student being either male or female. *Alphanumeric, 1 character M or F*	Identity.gender Census > People > Demographics > Person Information > Gender
Grade	Grade level of the student. Only students in grades 04-12 are reported. Grade levels for inactive schools are considered when reporting data within the Retention Report. *Alphanumeric, 2 characters*	Enrollment.grade Student Information > General > Enrollments > State Grade
Economic Disadvantaged	Indicates the student receives free or reduced meals based on their socio-economic status. Logic pulls the FRAM Eligibility code which is active as of the last day of the final enrollment of -1 year. Logic uses FRAM data in the district associated with the most recent Primary enrollment start date. The following values are reported: • A: Non-Refundable • F: Free • R: Reduced • S: Paid • If no FRAM record exists, report S: Paid. *Numeric, 4 digits*	v_posEligibilityStateCode. stateCode FRAM > Eligibility

Element	Description	Location
English Learner Status	Indicates student is in an English Learners (EL) program. Report **YES**: - person's Home Primary Language is <> (0400, NULL) AND - person has at least one record in the LEP table where programStatus = LEP AND the exitDate = NULL OR >= the last instructional day of the Minus One Year AND - person has at least one record in the LepService table where lepServiceTypeID <> NULL AND - LepService startDate is <= the last instructional day of the Minus One Year AND - LepService endDate is NULL OR >= last instructional day of the Minus One Year AND - person has at least one record in the LepAccomodationType table where type = I AND - the LepAccommodation.startDate <= last instructional day of the Minus One Year AND - the LepAccommodation.endDate = NULL OR >= last instructional day of the Minus One Year. Otherwise, **NO** reports. *Alphanumeric, 3 characters* *Yes or No*	LepService.startDate LepService.endDate LepAccommodation.startDate LepAccommodation.endDate Student Information > Program Participation > English Learners (EL)
Special Education Status	Report **YES** if the student had an active, locked IEP as of **July 1** for the **Current Year**. Else, report **NO**. *Alphanumeric, 3 characters* *Yes or No*	PlayType.module = 'specialEd' Plan.locked = '1' Plan.startDate Plan.endDate Plan.specialEdStatus Student Information > Special Ed > Documents > IEP > Enrollment Status > Special Ed Status

Element	Description	Location
Homeless	Report **YES,** if any homeless record from the same district overlaps the last instructional day of the Minus One Year. Else, report **NO** *Text* *Output YES, NO*	Homeless.StartDate Homeless.EndDate Homeless.DistrictID Student Information > General > Program Participation > Homeless
Migrant	Report **YES,** if any migrant record from the same district overlaps the last instructional day of the Minus One Year. Else, report **NO** *Text* *Output YES, NO*	Migrant. lastQualifyingArrivalDate Migrant. eligibilityExpirationDate Migrant.DisrictID Student Information > General > Program Participation > Migrant
Foster Care	Report **YES,** if any foster care record from the same district overlaps the last instructional day of the Minus One Year. Else, report **NO** *Text* *Output YES, NO*	FosterCare.StartDate FosterCare.EndDate FosterCare.DisrictID Student Information > General > Program Participation > Foster Care
Gifted and Talented	Report **YES,** if any gifted record from the same district overlaps the last instructional day of the Minus One Year **AND** (State Grade (DE.13) is 00-03 and Category = 12) **OR** (State Grade (DE.13) is 04-12 and Category <> 12), Else, report **NO** *Text* *Output YES, NO*	giftedstatusKY.StartDate giftedstatusKY.EndDate giftedstatusKY.Category giftedstatusKY.DisrictID Student Information > General > Program Participation > Gifted & Talented

Element	Description	Location
Military Connected	Report **YES,** If the student has at least one record in the v_StudentMilitaryConnectionsSummary table overlaps the last instructional day of the Minus One Year **AND** Status like '%active duty,%'. Else, report **NO** *Text* *Output YES, NO*	V_StudentMilitaryConnectionsSummary. StartDate V_StudentMilitaryConnectionsSummary. EndDate V_StudentMilitaryConnectionsSummary. DisrictID Census > People > Military Connections

Understanding the Validation Report

The Validation Report allows districts and the state to identify students who have the one (or both) of the following issues:

#	Validation Text	Selection Criteria	Fields Outputted
WA01	**"Warning 01: Student grade levels are the same between enrollments; however, the previous year enrollment does not have an End Action = R: Retain.** **These records will appear in the Retention Report."**	Triggered if the End Action DOES equal 'R' and the current grade level is greater than the previous. If first enrollment of the current year is a No Show, warning will still trigger if either of the above criteria is met. Record will produce on retention report.	districtNumber schoolNumber districtStudentID stateStudentID lastName firstName dob endAction currentGrade previousGrade
ER01	**"Error 01: Students previous year enrollment has End Action = R: Retain; however, student's previous year enrollment and current year enrollment show advancement in grade levels. These records will not return in the Retention Report."**	Error triggered if student's -1-year enrollment has an end action of R: Retain but the -1-year enrollment grade level is less than the grade level on the current year enrollment. Record will not produce on retention report.	districtNumber schoolNumber districtStudentID stateStudentID lastName firstName dob endAction currentGrade previousGrade