

## How to Review End of Program (EOP) Assessment Status

### READ EVERYTHING BEFORE YOU DO ANYTHING...

- Please make sure to follow these steps before contacting anyone for assistance

In order to verify which students have (or should have) an EOP test ticket, please do the following:

### 1. Run an EOP Test Ticket Report

- Select **Reports**
- Select **EOP Test Ticket** and click **Next**
- Select Your **School** and Current **School Year**
- Select **Report For** “High School and ATC”
- Select **Report Format** “Default (PDF)”
- Click **Build Report**
- Review students identified to receive test tickets

**If all expected students are not listed, go on to next step**

### 2. Run the Student Assessment Summary

- Select **Reports**
- Select **Student Assessment Summary** and click **Next**
- Select Your **School**, Current **School Year** and **Student Status - All Students**
- Select **Report Format - “CSV File”**
- Click **Build Report** This will download a sortable excel spreadsheet)
- Review spreadsheet to see if students have already taken/passed the specific EOP

**If student record is not found on the spreadsheet, go on to next step**

### 3. Review the EOP Registration Information

- Log into TEDS
- Select a Pathway
- Select **EOP Registration** (All Students identified as concentrator in TEDS should show in list)
- If the student is not on the list, verify that the student has **at least 2 credits listed in TEDS AND is identified as a concentrator in TEDS.**

**If you are still unable to find the student test ticket, please contact the [State EOP Coordinator](#) or the [State TEDS Coordinator](#).**