

How to Review TRACK 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) a TRACK test ticket, please do the following:

1. Run a TRACK Test Ticket Report from the [Recommended Reports for Data Validation](#)

If you do not see an expected test ticket, move on to the 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 for TRACK Eligibility

- Log into TEDS
- Run a Class List Report
- 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 **completed** the four TRACK Pre-Apprenticeship courses **OR** is enrolled in the remaining course(s) during the testing year **AND** is identified as a **CONCENTRATOR** with **at least 4 credits** in **Infinite Campus AND TEDS** prior to February 1 of the current school year.
- If you are still unable to find the student test ticket, please contact the [State EOP Coordinator](#) or the [State TEDS Coordinator](#).**