Pathway User's Guide

KANSAS STATE DEPARTMENT OF EDUCATION

Kansas leads the world in the success of each student.

Kansas State Board of Education

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Kansas leads the world in the success of each student.

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

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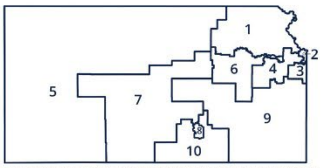


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Kansas divided into the ten State Board of Education districts.

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May 27, 2026

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Purpose of the Pathways Authenticated Application

The Pathways system is based on a nationwide initiative to move Career and Technical Education into a Cluster/Pathway model. A "Career Pathway Program of Study Application" (CPPSA) is a sequence of courses designed to reach a specific CTE goal. The CPPSA must be applied for and approved by the Kansas State Department of Education (KSDE). A pathway exists to mechanize and transform the Career and Technical Education application process into a fully automated system. A pathway also hosts the data collection portion of Career and Technical Education.

The Pathways User's Guide has been developed to guide users through the Career Pathway Program of Study Application and the Pathways Student Data Management.

Content and Web Application Questions

Pathways Help Desk –
pathwayshelpdesk@ksde.gov
(785) 296-4908

Preparation for Completing the Report

Minimum Requirements:

- PC Users: Internet Explorer 8.x, 9.x, or 10.x when run in compatibility mode
    - To find out which version of the browser you are using, click on the Help Menu and select "About Internet Explorer."
- Macintosh Users: (Browsers must be JavaScript and Cookies enabled) Firefox up to v26.0.

Internet Terms:

- An Internet address or URL (Universal Resource Locator) – the location of a resource, website, or specific file.
- Bookmarking-allows you to store an address so you can easily return to the site in the future without remembering or typing in the actual address.
    - This feature is called "Add to Favorites" within Internet Explorer.
- Browser-A program used for accessing and navigating the Internet.
    - Examples include Microsoft Internet Explorer. Locate and open the Browser (Internet Explorer).
- Help-Displays information pertaining to the menu options.

Authentication

Login Screen:

1. Go to the following URL or web address: https://apps.ksde.gov/authentication/login.aspx
2. Type in your USER ID (a maximum of 8 characters)
3. Type in your PASSWORD (a maximum of 15 characters)
4. Use the mouse to click on the "Login" button

Note: Users will need to register for a User ID and Password from KSDE and get approval to access Pathways. See page 7 for a description of the User Access levels for Pathways

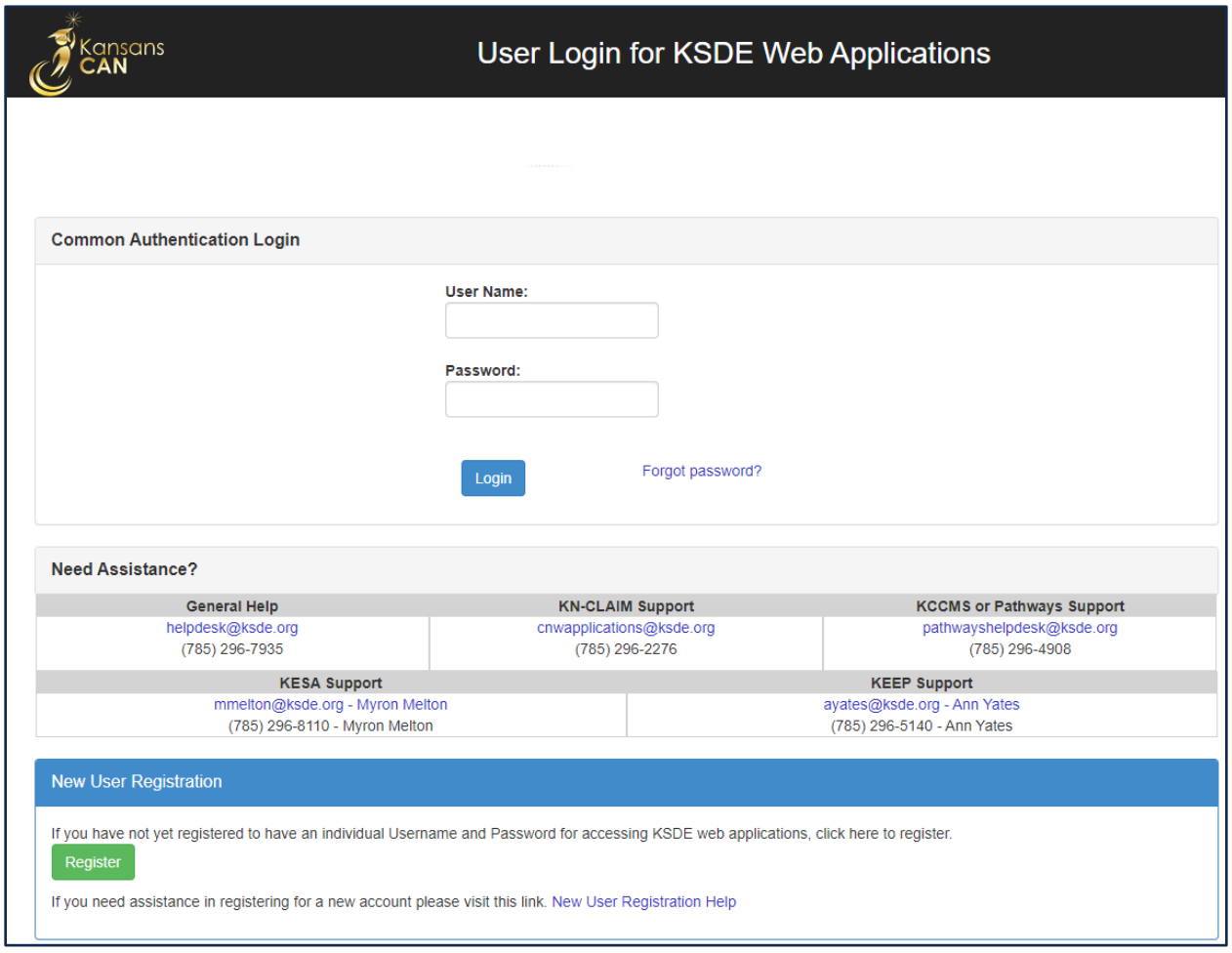


Figure 1: Login Screen

User Access Levels:

School User Access Levels can access only pathways within one building.

1. School Read-Only – will be able to view and print the CPPSA only. Does not have the authority/access to submit the CPPSA. This user type does not have access to student data.
2. School Update – will be able to perform all editing entries and printing of the CPPSA. Will have the authority/access to release/submit the CPPSA to the District Authority. This user type does not have access to student data.
3. School Approve -this role can enter and edit student data on the data side of pathways.

District User Access Levels-to get a district role, when registering, one must select **"All Buildings"** for the building.

1. District/Org Read Only – will be able to view and print the CPPSA. Does not have the authority/access to submit the CPPSA.
2. District/Org Update – will be able to perform all editing entries and printing of the CPPSA, will have the authority/access to release/submit the CPPSA to the District Authority, and has student data entry access.
3. District/Org Approve – this role is filled by the Superintendent. Will be able to view and print the CPPSA. Has the authority/access to approve and submit the CPPSA to KSDE.

Note: Saving Data

A time-out will occur if the user goes beyond 15 minutes without saving. If a time-out occurs, the data entered since the last "save" will be lost. Please save periodically.

Application Menu

After logging into the KSDE secure website, you will see the following screen. The personalized menu will be based on the applications you have authority to access. Select the option titled "Pathways."

Note: If you have not registered for access to Pathways, select "Manage my Account" and then scroll to "Pathways" to request access. If you do not see the access level you want, you might have to switch Pathways Access or register again for a different login. Sometimes the user will need access that does not match their current level.

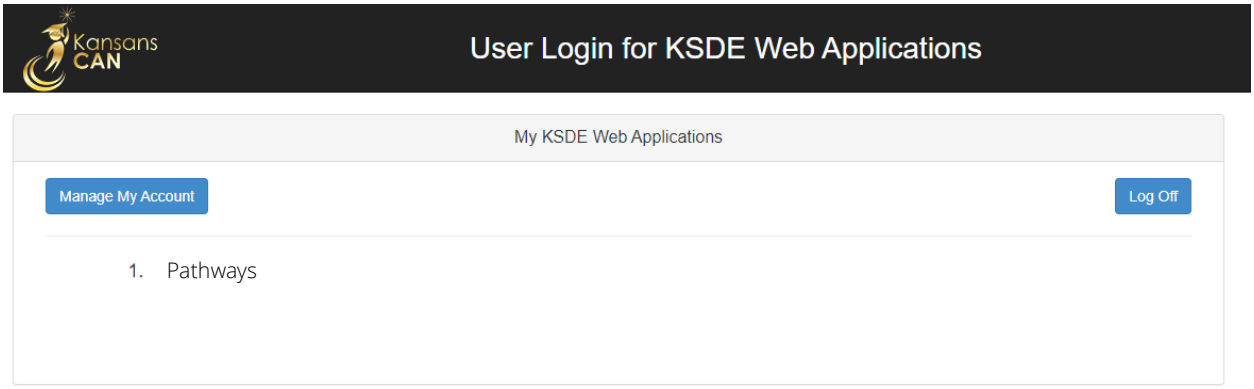


Figure 2 Application Menu

Getting Started with Pathways

This document shows screen shots for a user who has district/org. update. Before starting on a CPPSA, the pathway content should have been driven by a local advisory committee made up of business and industry. All items included in the application should have been outlined by the advisory committee. Courses that will be a part of the pathway should be mapped in the Kansas Course Code Management System (KCCMS) prior to the start of the application, with the codes outlined in the Career Cluster Guidance Handbook.

Welcome Page:

This is the page a user will initially see after logging into the Pathways application.

- User Information: The blue bar across the top of the page shows the User, District, Building and Access Level.
- Side Bar Menu: Allows the user to logout, to close current web application and choose another web application, and to navigate to the different sections of Pathways.
- Help: Allows the user to access Help screens for each section of Pathways.
- Action Items: This box will include important messages sent from KSDE, as well as system generated messages regarding data management.

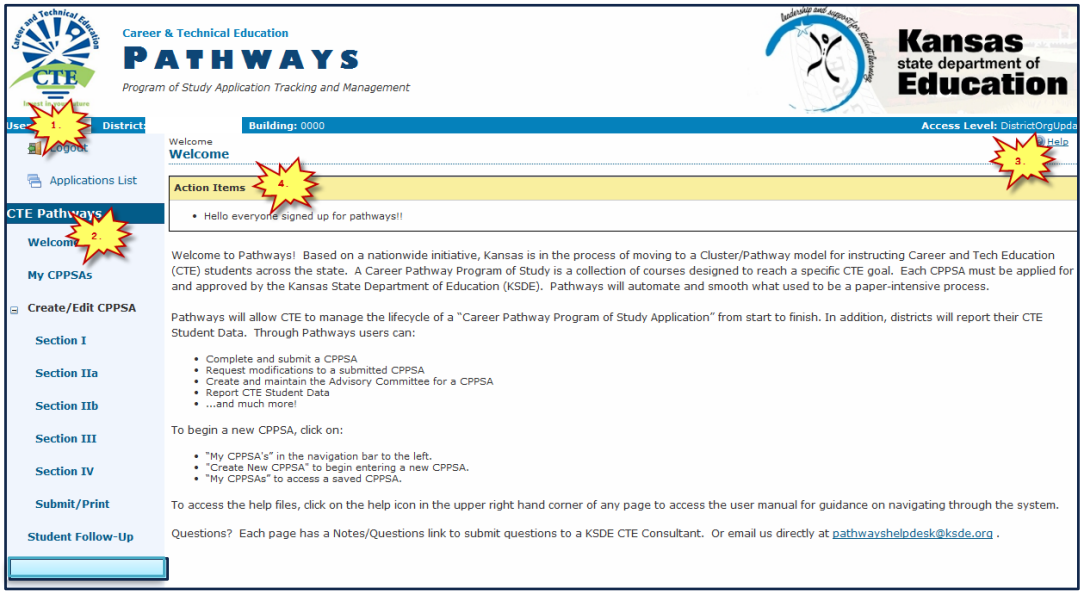


Figure 3 Welcome Page

Left Side Bar Menu

Each of these items in the Side Bar Menu will be further explained in the user guide. Listed below is a brief description of each.

- Logout-Included in all KSDE authenticated web applications as the vehicle for closing out of the authenticated web application site.

- Applications List – Included in all KSDE authenticated applications as the vehicle for closing out of the current web application and accessing another KSDE web application. Clicking on this icon will take the user back to their list of web applications so the user can choose another application.

- My CPPSA's-user will click on this to begin a new CPPSA and to access a saved CPPSA.
    - Section I- Once a CPPSA is open, Section I can be clicked on to access School Year, Building, Pathways, Lead Instructor, and Responsible Form Completer for the CPPSA.
    - Section II a- Once a CPPSA is open, Section II A can be selected to access or input Advisory Committee Member Data.
    - Section II b- Once a CPPSA is open; Section II B can be selected to access or input Advisory Committee Meeting Data and the improvement plan for maintenance applications.
    - Section III- Once a CPPSA is open; Section III can be selected to access or input CTE courses in pathway. These courses must be mapped in the Kansas Course Code Management System (KCCMS) and approved by CTE consultants before they will appear for selection in the CPPSA.
    - Section IV- This section is used to create the Program of Study and upload the Articulation Agreement.
    - Submit/Print-The data user can click on this to release the CPPSA to the district authority.

- Student Follow-up-This link will be used for student follow-up data entry for Concentrators That Exited from the previous school year.

My CPPSAs

Overview of My CPPSA's Screen:

Status: The status options are available to view a pathway that is in a certain status. A user can select one status, or as many as desired. Once the status and school year are selected, click on the "View/Filter" button and the pathways in the status chosen will appear.

The status options are:

- In Progress-CPPSA's that are currently editable by data entry user
- Released-CPPSA's that have been released by data entry user and are waiting for district authority approval
- Approved by District-CPPSA's approved by district authority and awaiting KSDE review
- Declined by District-CPPSA's declined by district and awaiting editing by data entry user
- In Review-KSDE consultants are reviewing CPPSA
- Approved by KSDE-CPPSA has been approved to be funded by KSDE
- Declined by KSDE-CPPSA has been declined by KSDE. CPPSA may be edited and resubmitted.
- Canceled/Deleted-CPPSA that has been canceled/deleted by Local Education Agency (LEA)
- Select/Unselect All-Select or Unselect all statuses

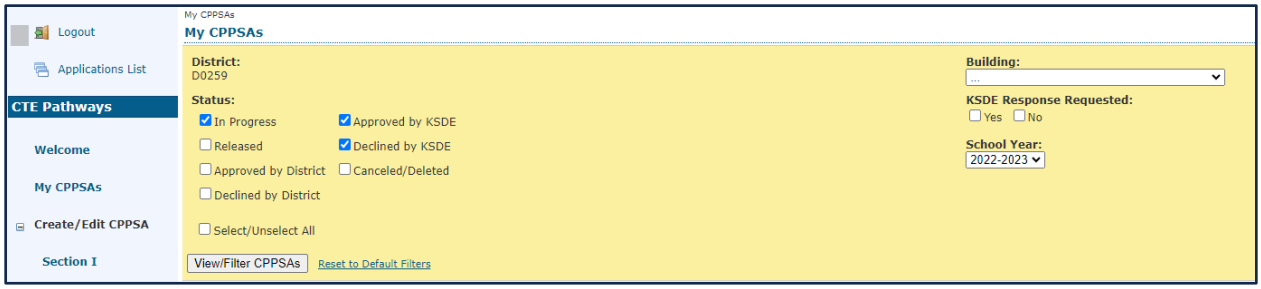


Figure 4 My CPPSA's

Headings

Once View/Filter has been selected, all CPPSA's for the user type (either school or district), school year, and status selected will appear. The following column headings appear:

- Actions-The drop down menu for each CPPSA will vary depending on the user type and status of a CPPSA. Options are:
    1. View/Print-Opens entire CPPSA into a printable screen
    2. Edit-District or School Data-entry can select this to edit a CPPSA. The CPPSA can only be in In Progress, Declined by District, or Declined by KSDE to edit.

3. Cancel/Delete-CPPSA will be canceled, but data will still be accessible.
4. Release-Release pathway for district approvals

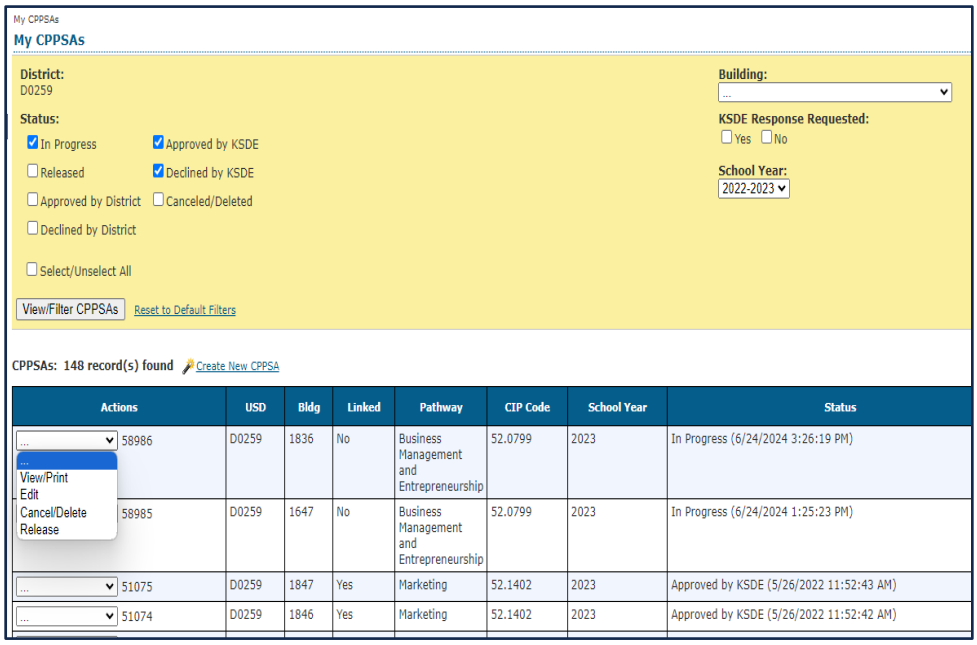


Figure 5 Headings

- USD-USD number of the CPPSA
- Bldg.-Building number of the CPPSA
- Pathway-Pathway title for the CPPSA
- CIP Code-CIP Code for the CPPSA
- School Year-School year for the CPPSA. Only years in the future are editable.
- Status-Current status of the CPPSA
- Duration-Number of days the CPPSA has been in that status
- RR-Appears when KSDE response request has been asked in the notes/questions section
- Previously Approved (Maintenance Application)-Indicates if CPPSA was approved in a previous year. "Yes" means it was approved the previous year and is a maintenance application. "No" means it is a new application.

Opening an existing CPPSA

1. Click on "MY CPPSAs"
2. Select the status of the pathway or Select All.
3. Click "View/Filter CPPSAs."
4. Under Actions, select "Edit."
5. To navigate through the pathway, click on the sections on the left hand side.

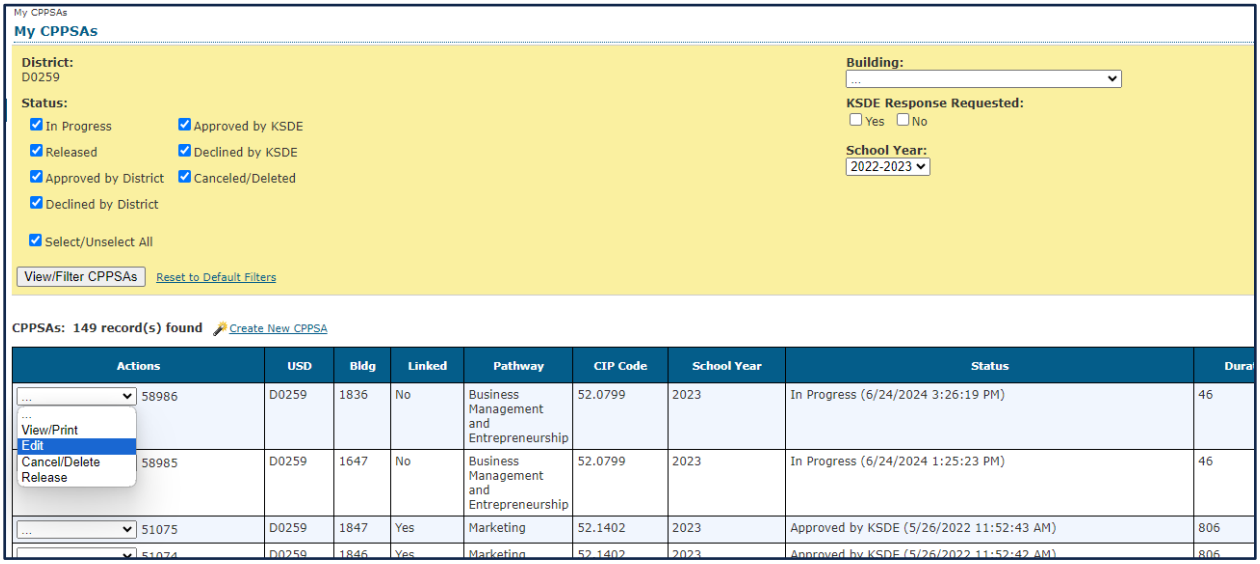


Figure 6 Opening an existing CPPSA

Starting a New CPPSA

1. Select "My CPPSAs" on the left hand of the screen.
2. Select the next school year and click on View/Filter CPPSAs.
3. Click on the link that says, "Create New CPPSA."

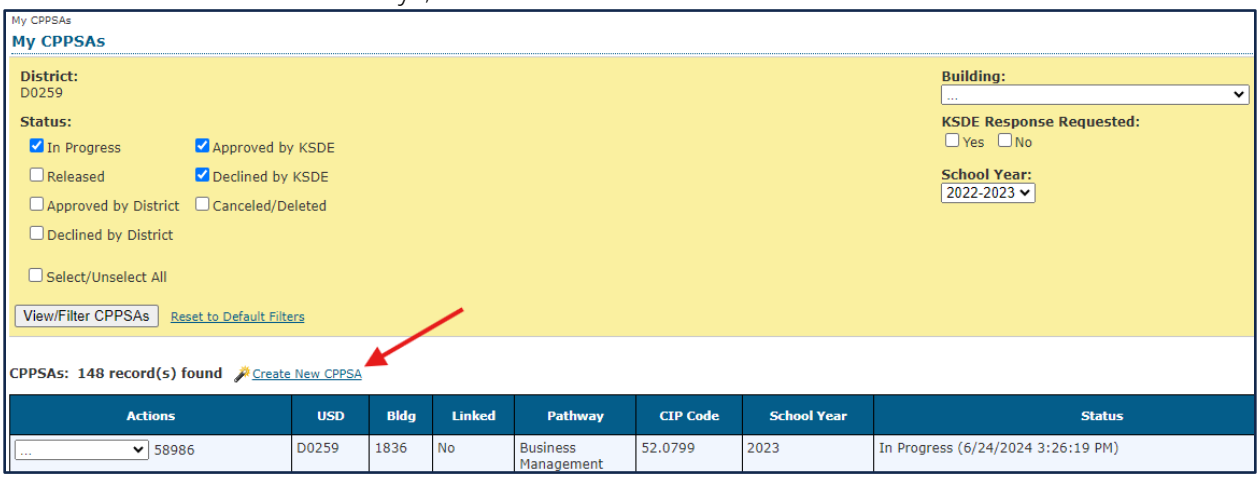


Figure 7 New CPPSA

Completing Section I:

1. School year is automatically set.
2. A school data entry user will have the building automatically set. A district data entry user will need to set the building underneath the building drop down. (Figure 8) If this will be a district level pathway for multiple buildings, select the district/county office building number.

Then, all the other district buildings will display for selection. (Figure 9)

3. Under Pathway, select the Pathway for which you are completing an application.
4. Select the Responsible Form Completer. This data is generated from the authenticated applications registration.
5. Click the "Save" button at the bottom of the page.

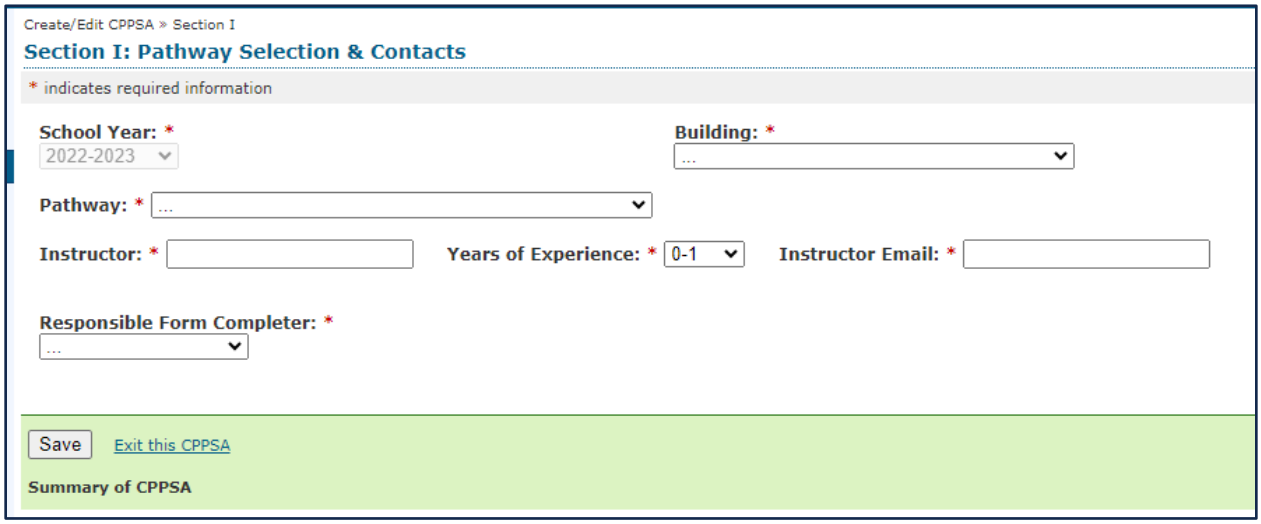


Figure 8 Completing Section I

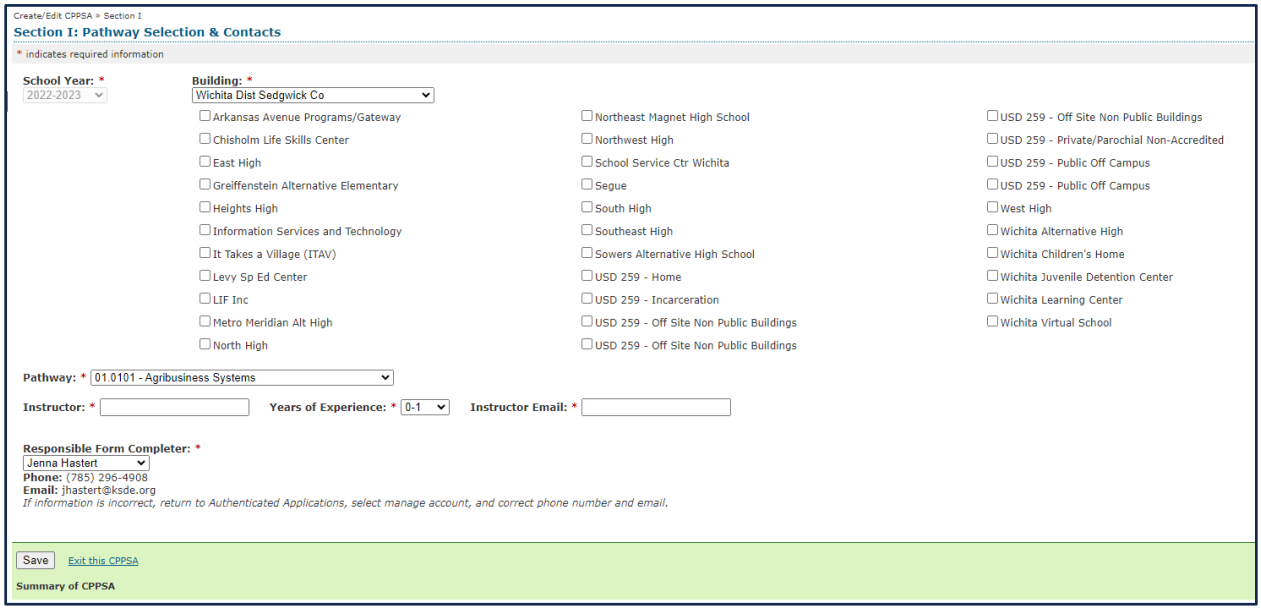


Figure 9 Completing Section I for District Level Pathway

Note: See the next page for information regarding the red or green box that will appear at the top of the screen on each section once the section is saved.

Pathways Errors:

Note the red box below. An error message will appear if there are incomplete fields and a user attempts to save the page. Correct any errors listed in the red box.

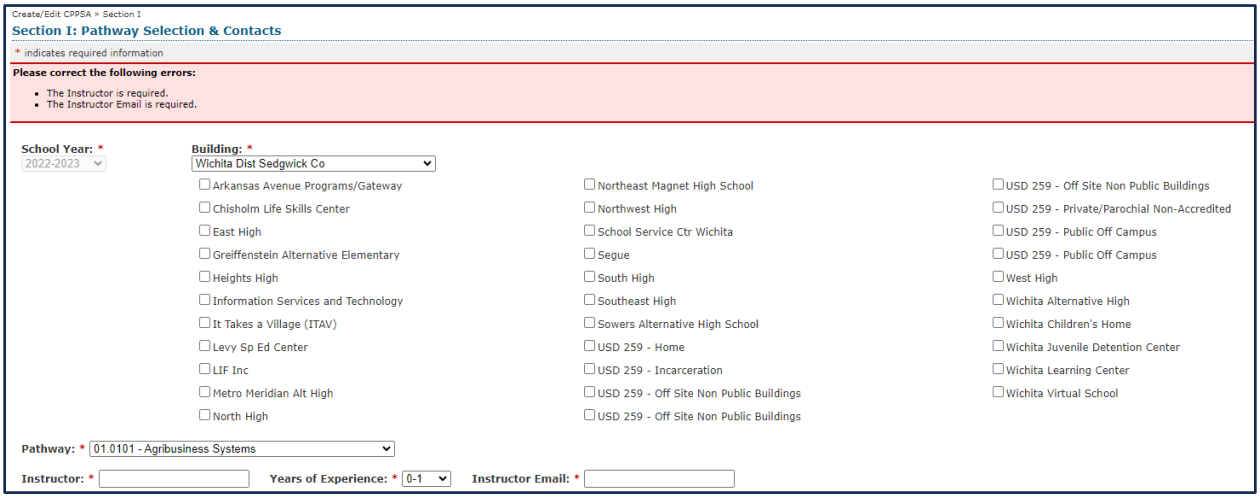


Figure 10 Pathway Error

If there are no errors on a page when a section is saved, there will be a green bar at the top that states the section was saved with no errors. A user is then allowed to progress to the next section.

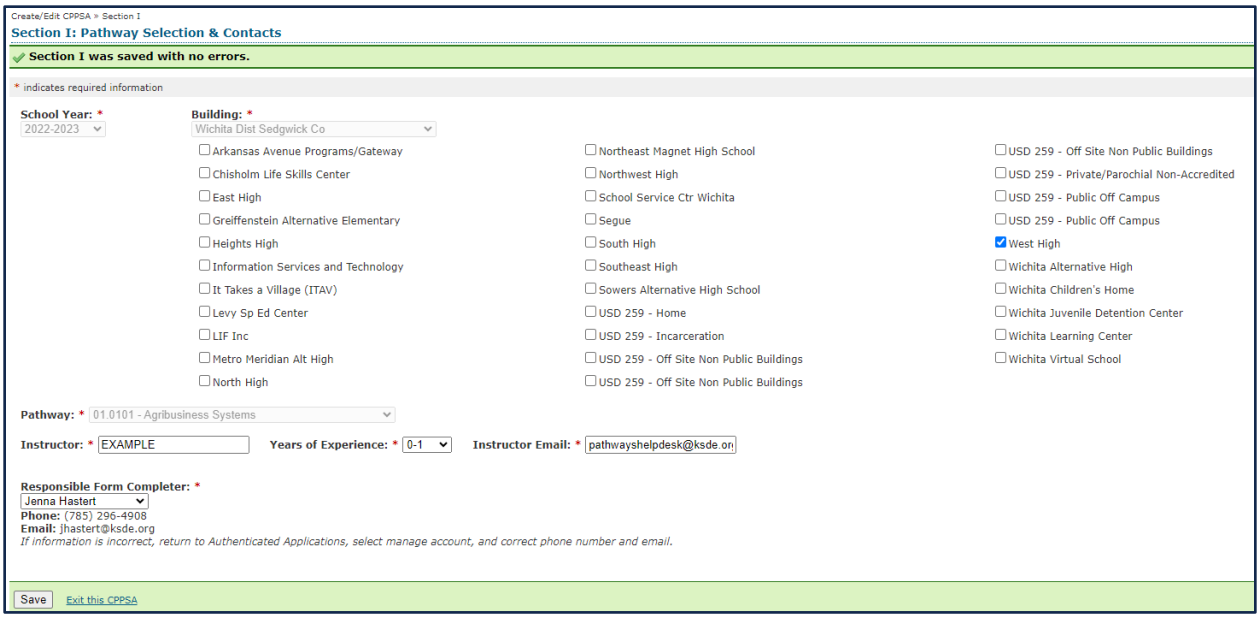


Figure 11 Pathway Saved with No Errors

Completing Section IIa:

1. Click on "Section IIa" in the left menu.
2. Click on the "Add Member."

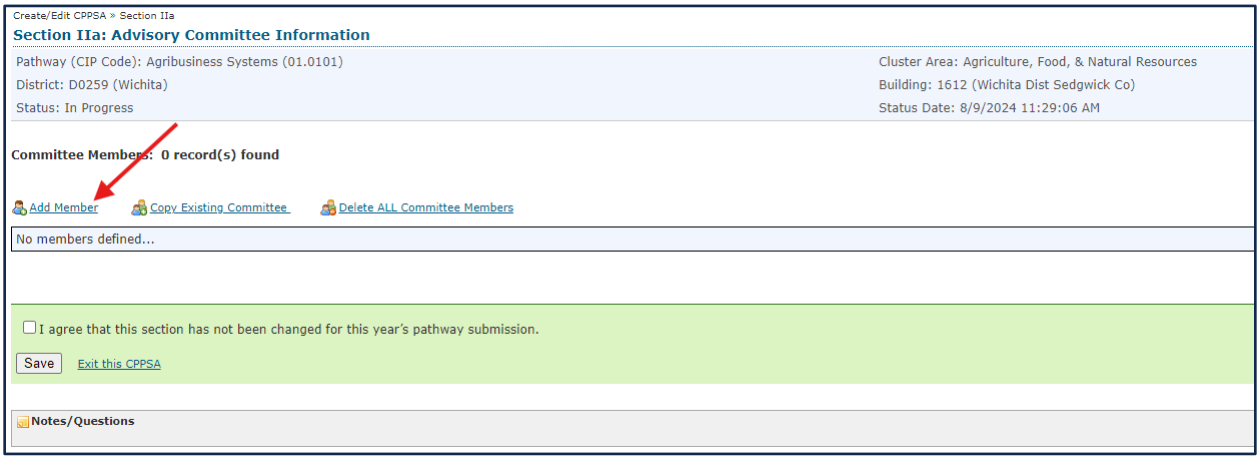


Figure 12 Completing Section IIa

Note: The instructions on page 18 and 19 on how to copy an existing committee and how to select from a member pool. This can save time adding members.

3. Complete the First Name, Last Name, Member Type, Company, and Occupation fields. These fields are required.
4. Click "Save Member."

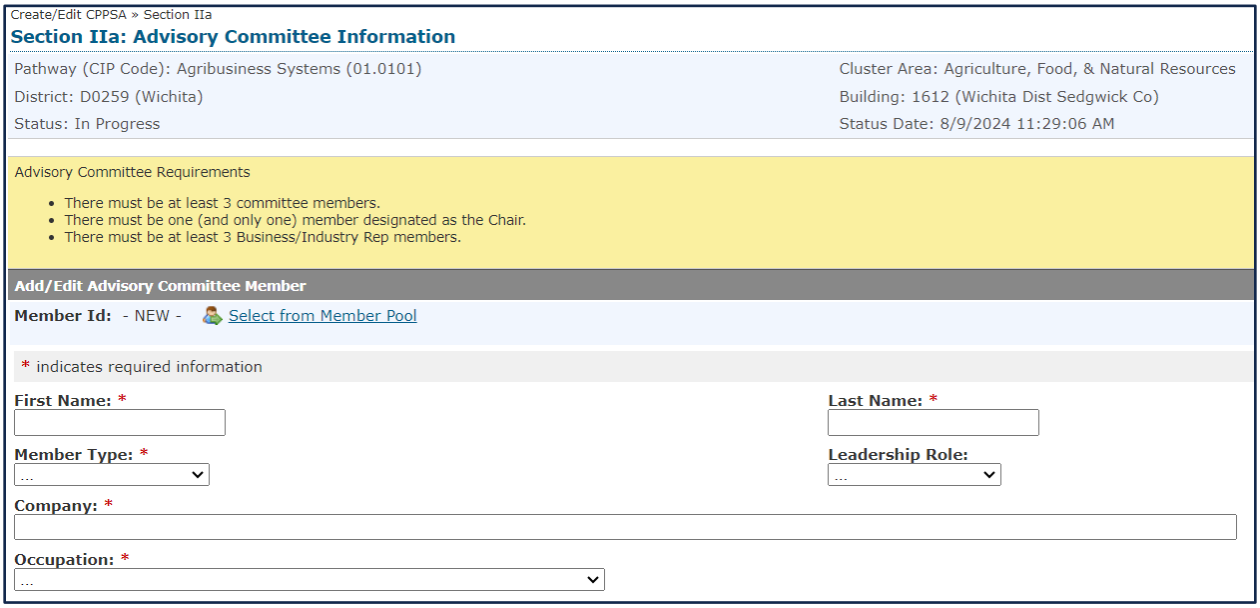


Figure 13 Adding a New Member

5. Repeat Steps 1-3 until you have at least 3 committee members, (must be 3 business/industry representative members, one of whom is designated as a chair, vice-chair, and secretary/recorder under leadership role).

6. For more information on advisory committees, see the advisory committee handbook at ksde.gov under the career and technical education tab/forms and documents. 2020 Advisory Committee Guidance Handbook

Note: If the company and occupation do not completely show how the person relates to the pathway occupations, click on "Notes/Questions" at the bottom of the screen. Explain why the committee member fits the occupations related to this pathway, click "response from KSDE required", and "save

- Deleting Members on an Advisory Committee
    1. Click on "delete member" on the far right side of the list of advisory committee members to delete a member.
    2. Confirm deletion by selecting "Ok" in pop-up window.

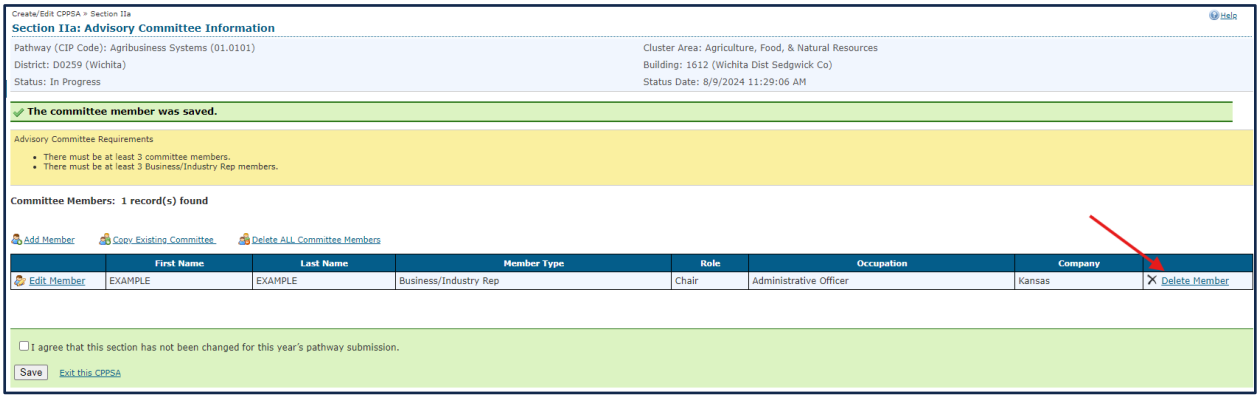


Figure 14 Deleting an Advisory Member

- Copying Existing Committees
    1. Click on the "Copy Existing Committees" link to copy an approved committee from your district.

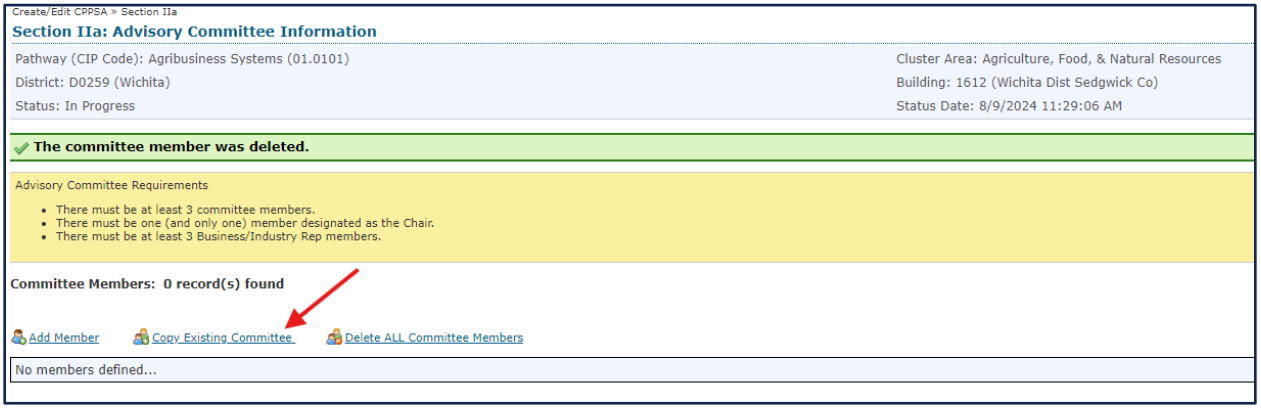


Figure 15 Copying Existing Committee

Note: An entire committee cannot serve multiple pathways across different clusters, but individual members can serve on multiple pathways. This option will also overwrite members previously added.

2. Identify the desired committee; Select "Copy"
3. Confirm selection by selecting "Ok" in the pop-up window
4. Select "Save". This option will overwrite members previously added.

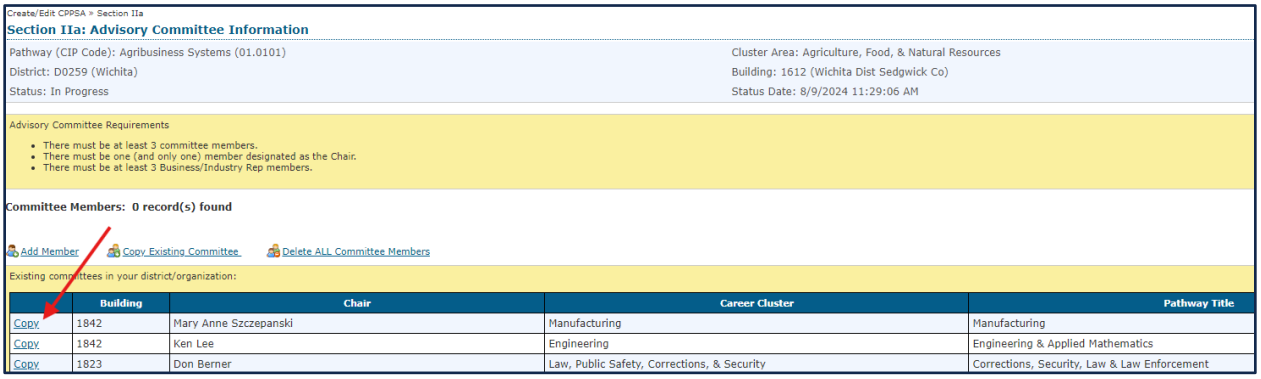


Figure 16 Selecting an Existing Committee

- How to Select from Member Pool
    1. Select "Add Member."
    2. Choose "Select from Member Pool."

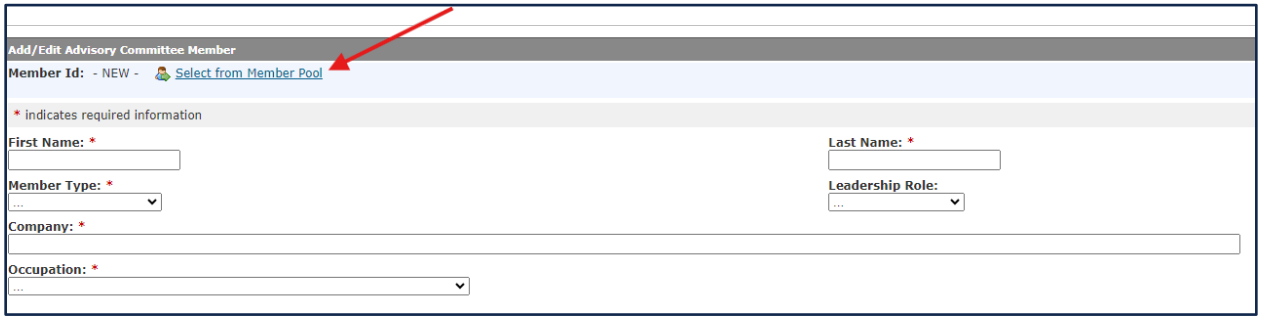


Figure 17 Adding an Advisory Member from a Member Pool

3. The "Last Name Starting With" default is set to "A," but select "All" to see all in the member pool or click and choose another letter to see members whose last name starts with a specific letter.
4. Click "Select" next to the member you want to add to the committee.

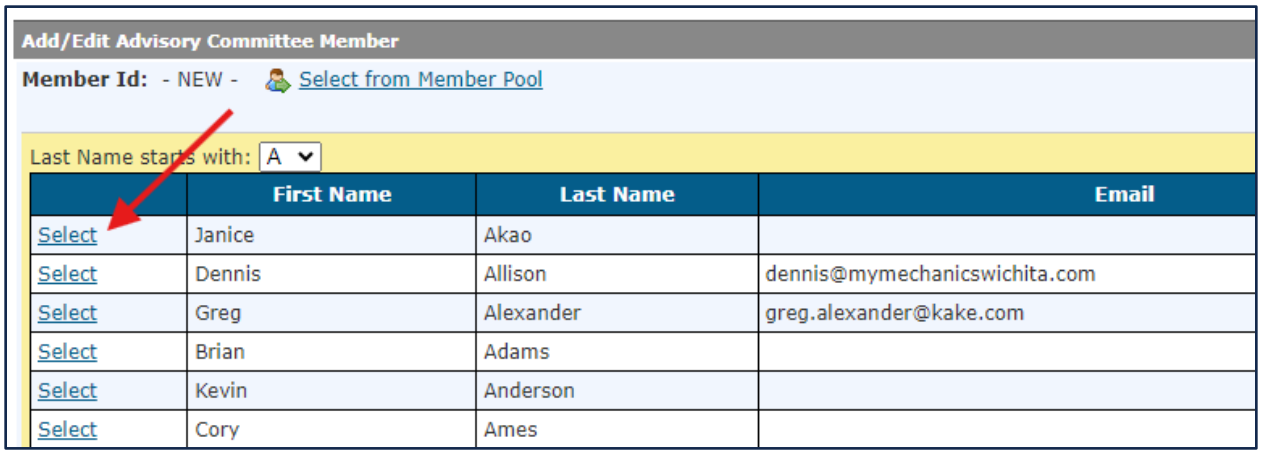


Figure 18 Selecting a Member from an Existing Pool

Completing Section IIb:

The advisory committee is required to meet twice a year. The meeting date must happen between 3/1 of the previous school year and the current date, not to go past 3/1 of the application year. At each meeting, the committee must review the pathway, course competencies, equipment, and instructional materials. In addition, the committee will review specific pathway data and develop plans within the Improvement Plan. See reports in Pathways for other specific data to report to your advisory committee members. This is done in Section II b of the application.

1. Click on "My CPPSAs."
2. Under Actions, click on "Edit" next to the pathway you are going to do maintenance on.
3. Click on "Section IIb" to input the Pathway Improvement Plan .

4. Check the boxes agreeing to the statement regarding the Advisory Committee meetings.
5. Click "Save Plan."

Note: All data should be typed in another document and copied to the text boxes to avoid being timed out and losing data before saving.

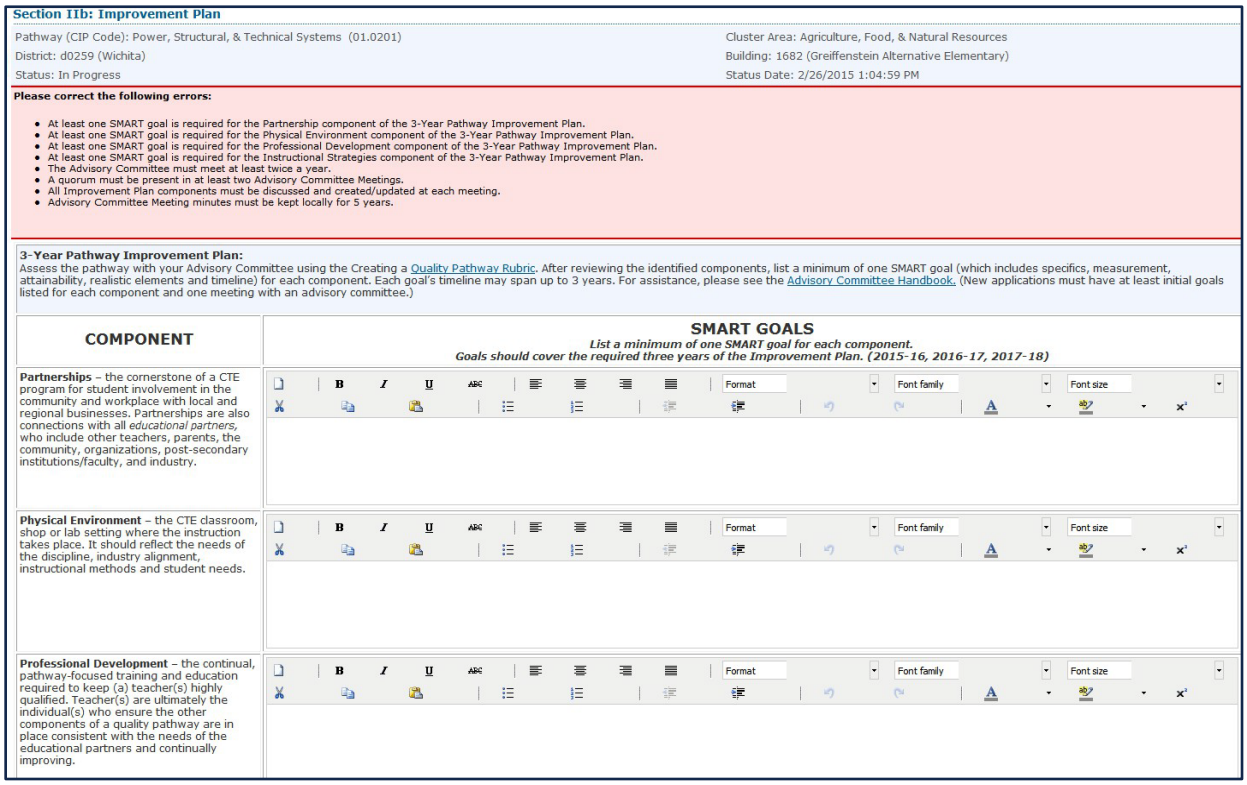


Figure 19 Improvement Plan

Input the Annual Pathway Improvement Plan by completing the statement: The Advisory Committee reviewed, executed, and updated the following within the Pathway Improvement Plan. Listed goals for the improvement plan must be measurable and specific to the pathway. See guidance in the Advisory committee Handbook at: 2020 Advisory Committee Guidance Handbook. Goals for the listed components for the next 3 years should be developed with input from the advisory committee. Use the link to the Quality Pathway Rubric for assistance as well.

Completing Section III:

Courses will appear to select if mapped correctly in the Kansas Course Code Management System (KCCMS). Select a course to add it to your pathway by clicking on the box under select.

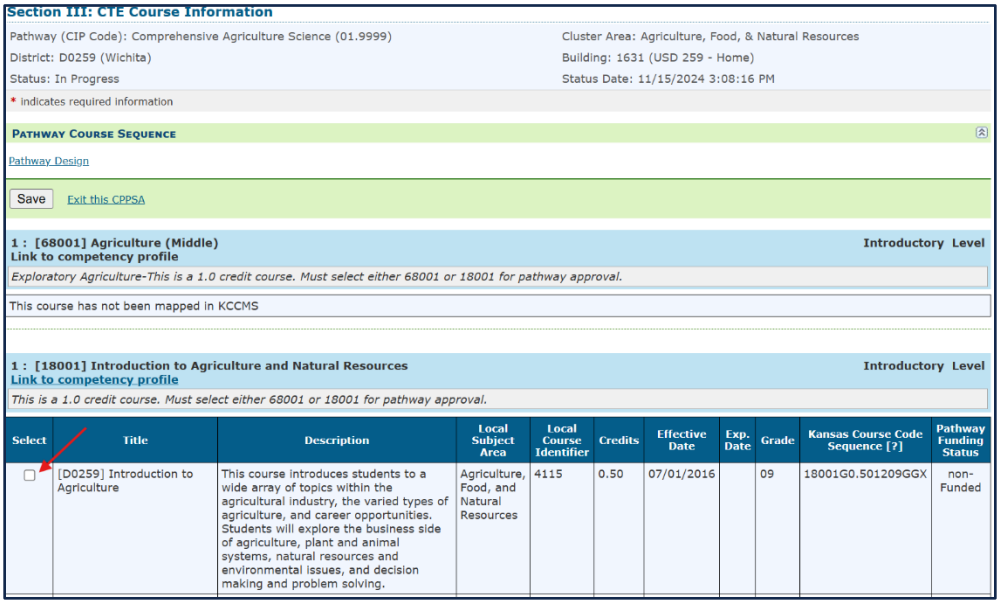


Figure 20 Adding a Course

1. Once a course has been selected a pop-up window, new tab, or a downloaded document will appear with the design sheet and state approved competencies. If you want to save or print the competencies, please click on the course in the design sheet.

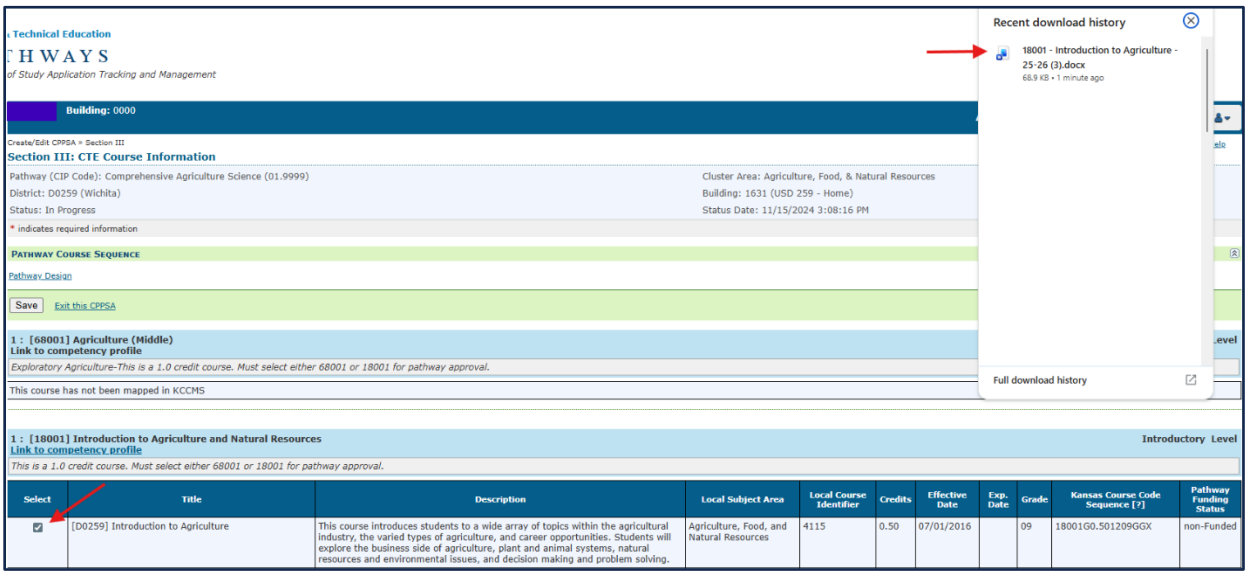


Figure 21 Course Competencies

2. Review the competencies enclose the page/file. Click "yes" if you agree to teach those competencies in your local course. The profile lists the minimum competencies clicking "no" will close the pop-up window and give the user the opportunity to select another course. (Note: Computer systems MUST allow for pop-ups while processing a pathway application. User must make sure that the computer's pop- up blocker is disabled.)

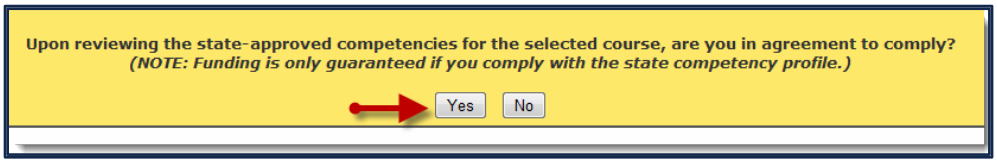


Figure 22 Compliance Box

3. The light blue bar will list the 5-digit State Course Code on the left, and the right side of the bar shows the level of the course (introductory, technical, or application). Notes are listed beneath the State Course Code. Pay attention to any notes listed some courses are required for a pathway, and/or may require a prerequisite, etc. Each pathway must include a minimum of three secondary-level credits, and half credits may be accrued to total the 3credits.

1 : [18001] Introduction to Agriculture and Natural Resources **Introductory Level**
Link to competency profile
This is a 1.0 credit course. Must select either 68001 or 18001 for pathway approval.

Select	Title	Description	Local Subject Area	Local Course Identifier	Credits	Effective Date	Exp. Date	Grade	Kansas Course Code Sequence [?]	Pathway Funding Status
☑	[D0259] Introduction to Agriculture	This course introduces students to a wide array of topics within the agricultural industry, the varied types of agriculture, and career opportunities. Students will explore the business side of agriculture, plant and animal systems, natural resources and environmental issues, and decision making and problem solving.	Agriculture, Food, and Natural Resources	4115	0.50	07/01/2016		09	18001G0.501209GGX	non-Funded
☐	[D0259] Introduction to Agriculture	This course introduces students to a wide array of topics within the agricultural industry, the varied types of agriculture, and career opportunities. Students will explore the business side of agriculture, plant and animal systems, natural resources and environmental issues, and decision making and problem solving.	Agriculture, Food, and Natural Resources	4116	0.50	07/01/2016		09	18001G0.502209GGX	non-Funded

Figure 23 Course Information

4. Please note that if there are multiple selections for one course, it is because your district has mapped multiple courses with the same code. Make sure to select the correct course according to Local ID, Local Title, KCC ID, and credit value. Courses could also be for different schools in your district. If the course that you expect to select is not listed contact your local Kansas Course Code Management data entry person to have them map the course for you. They will need to mark the course as a CTE pathway course with an X, F, or L in the college/Career field. The course will then need to be reviewed and approved by a KSDE consultant in order for it to appear for selection in a pathway.
5. Select the checkbox next to any/all active CTSOs affiliated with the pathway.
6. Click "Save" at the bottom of the page before moving on.

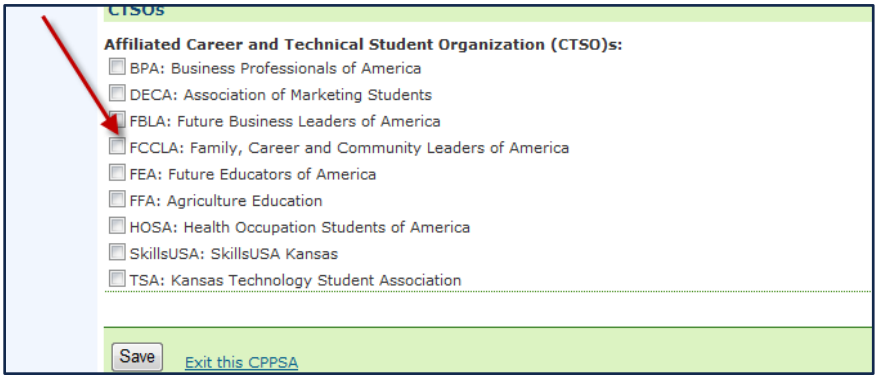


Figure 24 Carrer and Technical Student Organization

Completing Section IV:

1. Click on "Create Program of Study" or "Edit Existing Program of Study" if shown.

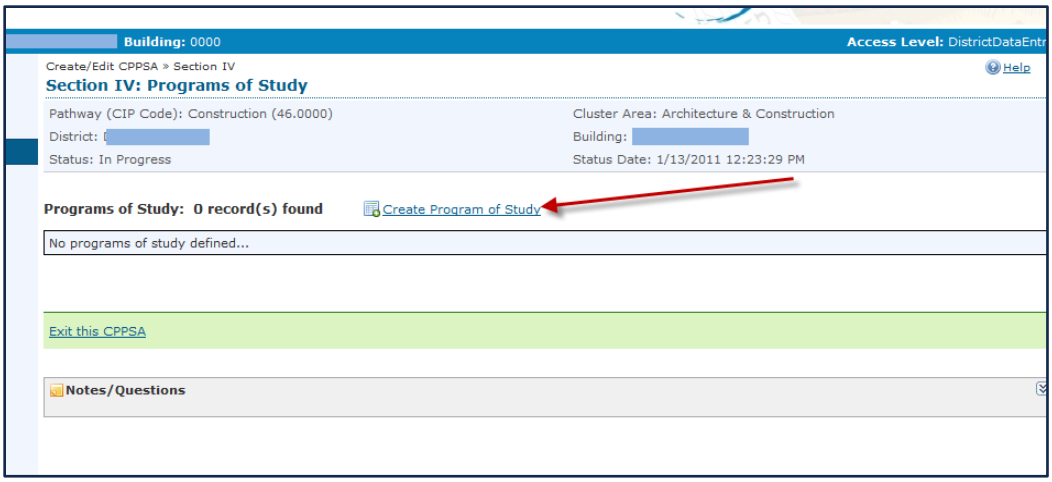


Figure 25 Program of Study

2. On the Agreements tab, choose the post-secondary institution the Program of Study articulates with from the drop-down menu.

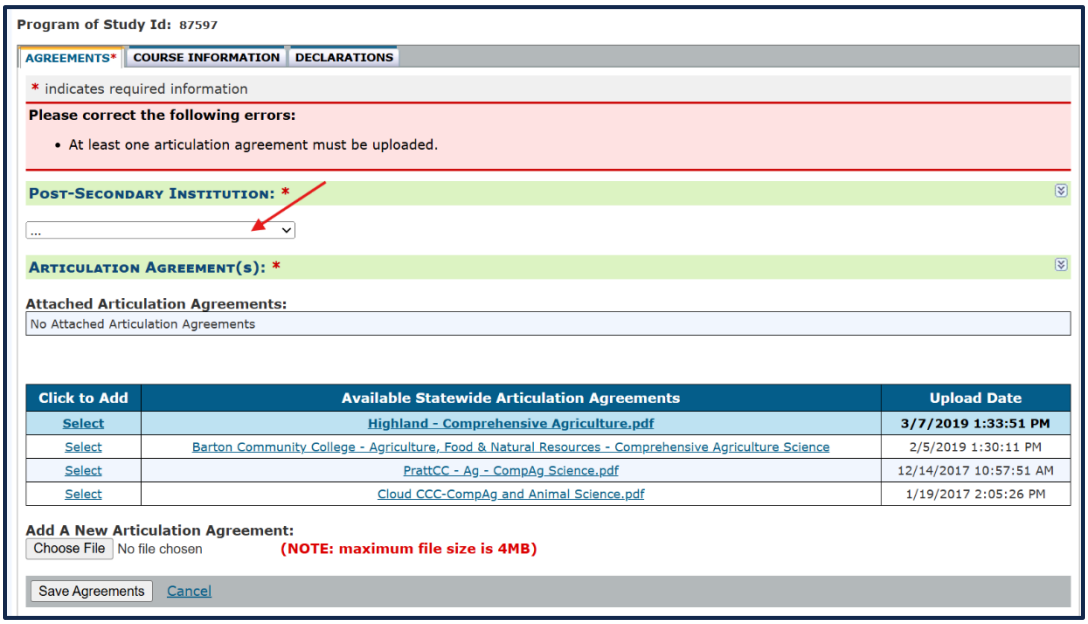


Figure 26 Selecting a Post-secondary Institution

Please note: if the post-secondary institution is not available, select the option "Other."

3. To select a statewide articulation agreement for the CPPSA, click on "Select" next to the statewide articulation agreement you want to select. Then click "Ok". If none are listed, that means there are none for the pathway you are applying. The Post-Secondary Institution that you selected will need to match the articulation agreement you are selecting. The courses selected in Section 3 need to match the requirements of the Statewide Articulation Agreement you are selecting.

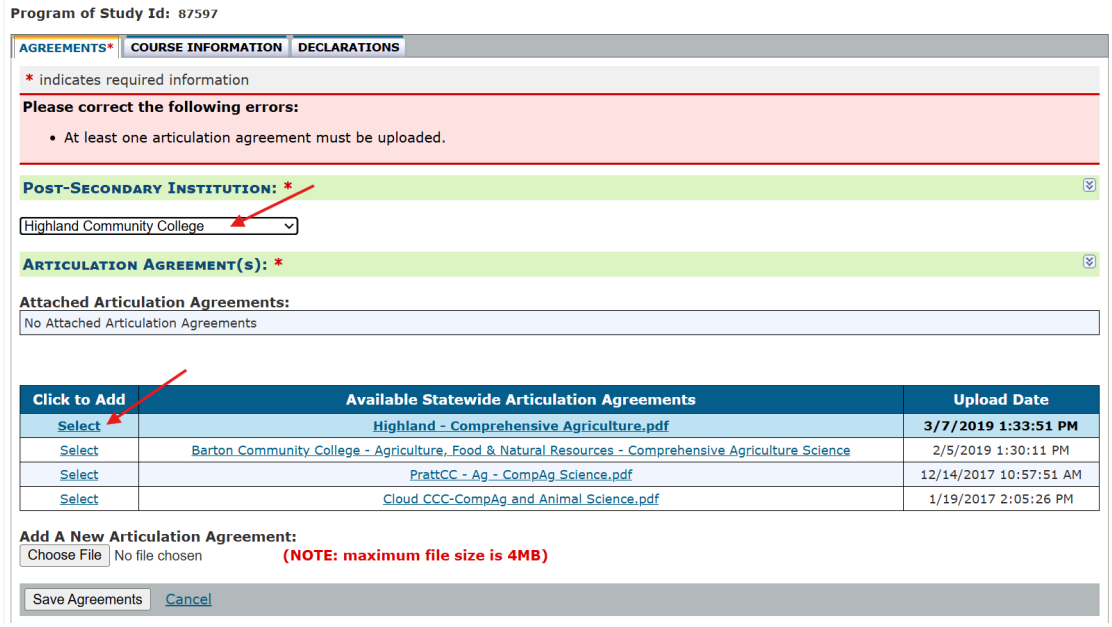


Figure 27 Selecting an Articulation Agreement

4. To add a new or local articulation agreement, click "Choose File" to browse and locate a copy of the articulation agreement on your computer of what you want to upload for the post-secondary institution. See Statewide Articulation Agreements for more information on additional available post-secondary articulation agreements. All statewide articulation agreements, that your pathway meets the criteria, may be used by students even if they are not selected in the CPPSA! The following types may be uploaded for the articulation agreement: doc, docx, pdf, jpt, jpeg, gif, tiff, tif, png, bmp. Maximum file size is 4 MB. Click on the file name and select "open."

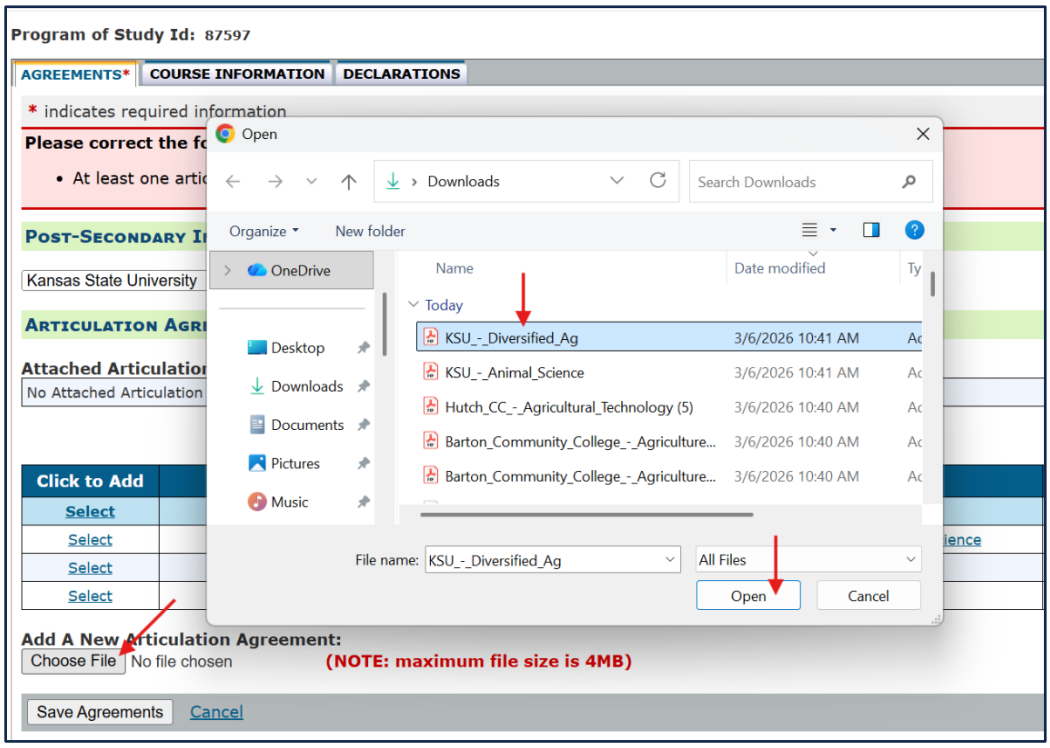


Figure 28 Choose File for Articulation Agreements

5. This page shows that the articulation agreement upload was successful. The "File Name" bar will not appear if the articulation agreement did not load. Click "Save Agreements" to save the post-secondary institution and articulation agreement that have been selected.

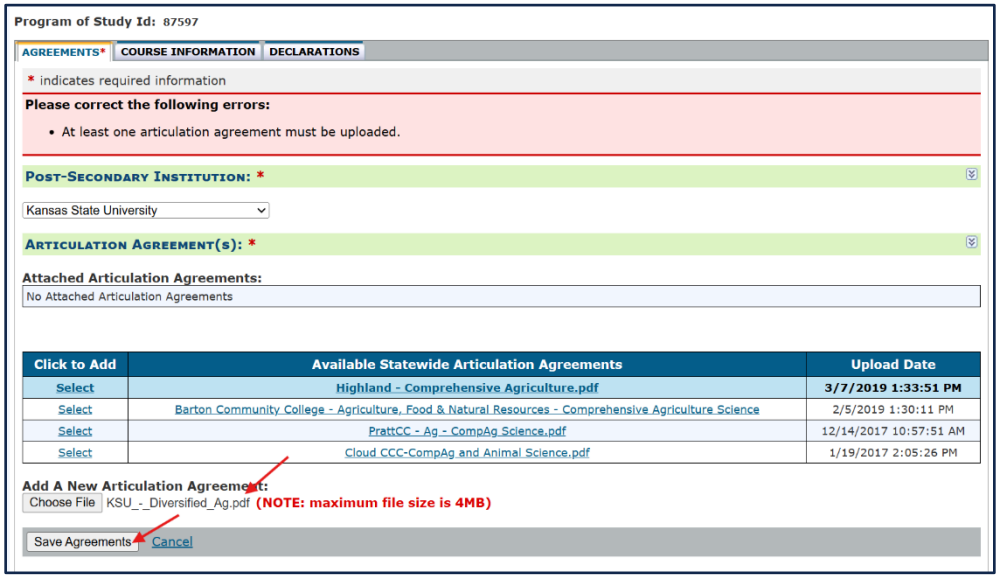


Figure 29 Save Multiple Agreements

6. Click on the "Course Information" tab at the top of the screen.

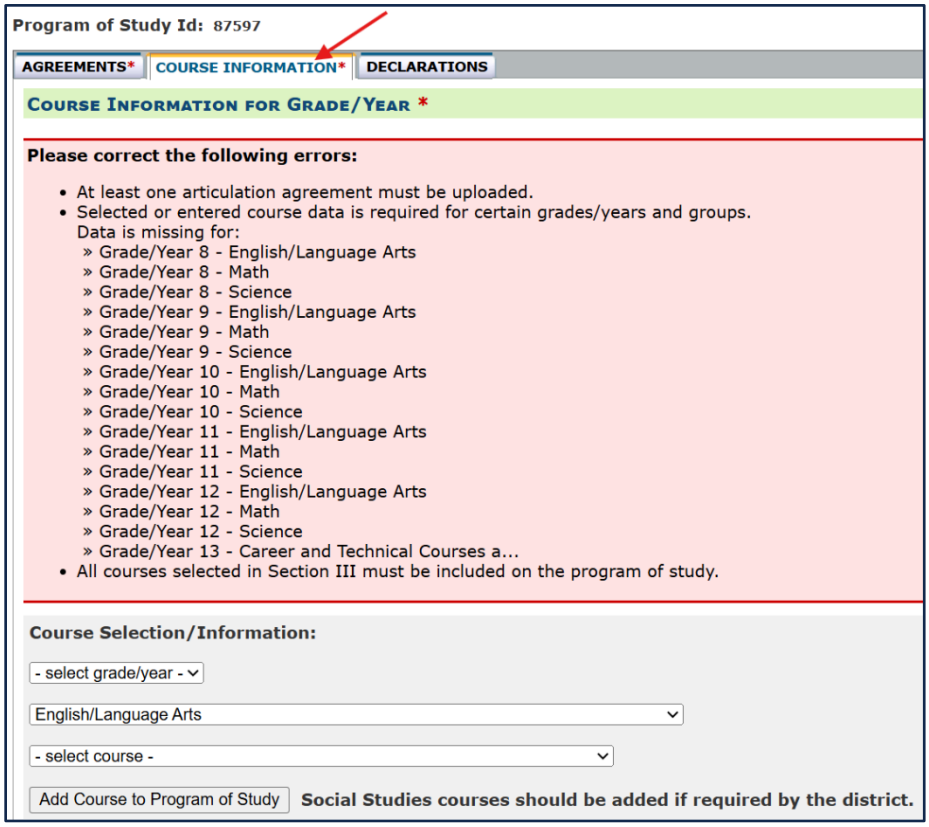


Figure 31 Course Information Tab

7. Select course information for each grade that appears in the Program of Study. This includes: English/Language Arts, Math, and Science for grades 8-12. All career and Technical Education (CTE) courses selected in Section III must also be included on the Program of Study. All CTE courses for grades 13 and 14 (first and second year at a post-secondary institution) are also required. High school courses must be mapped in the Kansas Course Code Management System (KCCMS) before they will appear for selection in the career Pathway program of study application (CPPSA). Check with your Superintendent/district office to determine who in your district is responsible for mapping local courses in KCCMS.
8. To help reduce the number of grade/year errors from the list, copy courses from existing program of study. To copy and existing program of study, click on the "Copy Courses from Existing Program of Study" link.

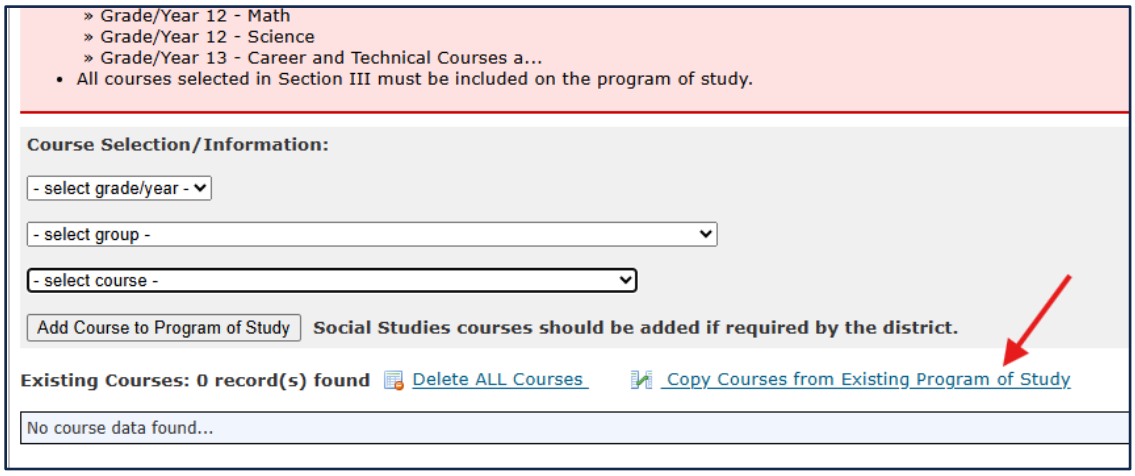


Figure 32 Copy Courses from an Existing Program of Study

Then, choose the Program of Study you want by clicking on "Copy."

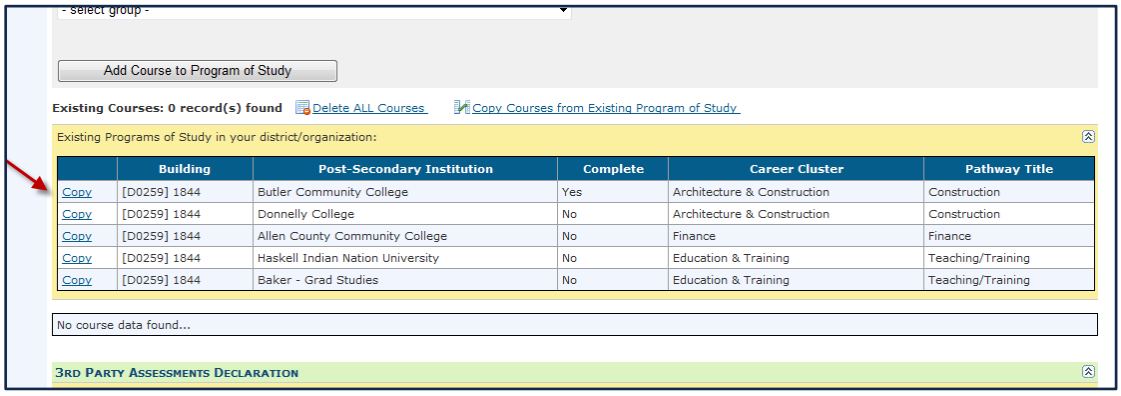


Figure 33 Copying an Existing Program of Study

9. To add remaining courses, click on "select grade/year to select the grade."
10. Click on "Select Group" to select the group. (English, language arts, math, science, social studies, career and technical, or other required.)
11. Click on "Select Course" to choose the course to include on the program of study. If a course is missing, contact the person responsible for mapping courses in KCCMS for your district.
12. Click "Add Course to Program of Study." The program of studying must contain years 8-12 in English/language arts, math, science, social studies, and any CTE courses added in Section III. As you add courses, they will disappear from the red error list that is pictured above.

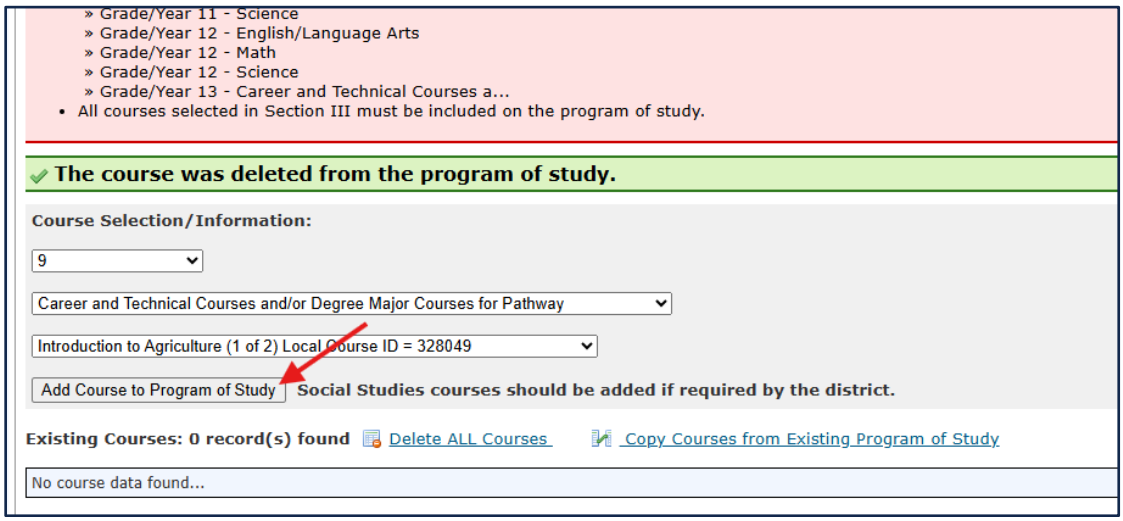


Figure 34 Adding Courses to the Program of Study

13. For year 13 and 14 Career and Technical Education, enter course information for all CTE courses that the student will take the first year and second year at the articulated school. This is not just the articulated course(s), but all CTE courses the student will take in year 13 and 14. Consult with the college representative or college website to obtain the courses.
14. As courses are added to the program of study, they will appear in "Existing Courses list." As you add courses, they will disappear from the red error list that is pictured above. Any user may click on the X next to the existing course to delete it from the program of study. Click "Save" at the bottom of the page before moving on.

15. Click on the "Declarations Tab".
16. And the certification name box, use the drop down menu or enter the certification that you will offer to your concentrators that exit the program. This is a required field.
17. Click on save certification.
18. Under the Assessment Name drop down select an assessment for your pathway if one is available. They will be listed in the drop down menu.
19. If an assessment was selected, click on save assessment.

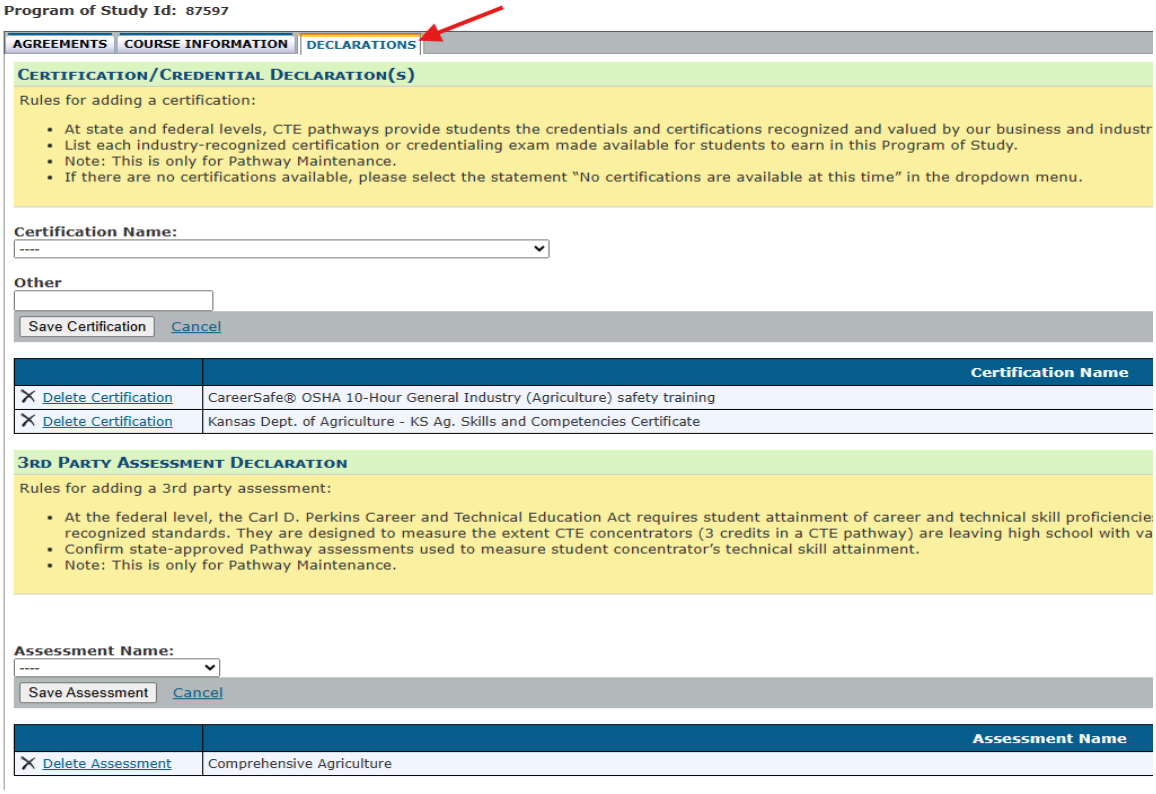


Figure 35 Declarations Tab

7. After all information has been entered on the tabs, click on Save and Close Section IV. A green bar will appear at the top of the page stating "The program of study was saved with no errors." The red requirements box no longer appears, as all the requirements for the page has been fulfilled. Click on the icon to the left of the program of study to make any edits. To delete a Program of Study, click on "Delete Program of Study." This cannot be reversed.

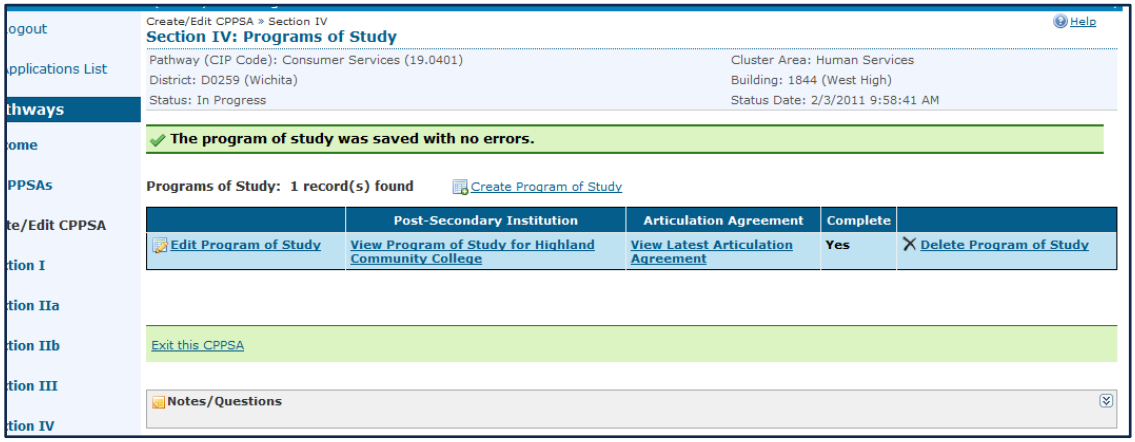
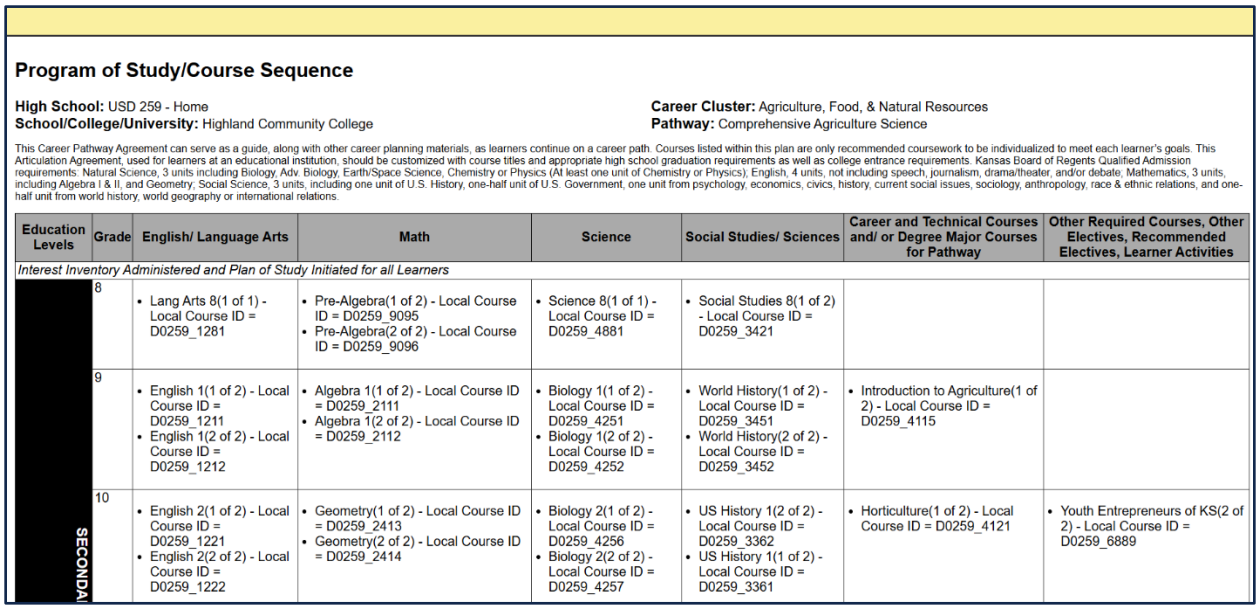


Figure 36 Completed Program of Study

8. Clicking on "View Program of Study" will open the program of study in a pop-up window. Thiis document is designed to be shared with students, parents, and school staff to show and promote the plan of your program.



Program of Study/Course Sequence

High School: USD 259 - Home
School/College/University: Highland Community College

Career Cluster: Agriculture, Food, & Natural Resources
Pathway: Comprehensive Agriculture Science

This Career Pathway Agreement can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework to be individualized to meet each learner's goals. This Articulation Agreement, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements. Kansas Board of Regents Qualified Admission requirements: Natural Science, 3 units including Biology, Adv. Biology, Earth/Space Science, Chemistry or Physics (At least one unit of Chemistry or Physics); English, 4 units, not including speech, journalism, drama/theater, and/or debate; Mathematics, 3 units, including Algebra I & II, and Geometry; Social Science, 3 units, including one unit of U.S. History, one-half unit of U.S. Government, one unit from psychology, economics, civics, history, current social issues, sociology, anthropology, race & ethnic relations, and one-half unit from world history, world geography or international relations.

Education Levels	Grade	English/ Language Arts	Math	Science	Social Studies/ Sciences	Career and Technical Courses and/ or Degree Major Courses for Pathway	Other Required Courses, Other Electives, Recommended Electives, Learner Activities
Interest Inventory Administered and Plan of Study Initiated for all Learners							
[redacted] SECONDA	8	• Lang Arts 8(1 of 1) - Local Course ID = D0259_1281	• Pre-Algebra(1 of 2) - Local Course ID = D0259_9095 • Pre-Algebra(2 of 2) - Local Course ID = D0259_9096	• Science 8(1 of 1) - Local Course ID = D0259_4881	• Social Studies 8(1 of 2) - Local Course ID = D0259_3421		
	9	• English 1(1 of 2) - Local Course ID = D0259_1211 • English 1(2 of 2) - Local Course ID = D0259_1212	• Algebra 1(1 of 2) - Local Course ID = D0259_2111 • Algebra 1(2 of 2) - Local Course ID = D0259_2112	• Biology 1(1 of 2) - Local Course ID = D0259_4251 • Biology 1(2 of 2) - Local Course ID = D0259_4252	• World History(1 of 2) - Local Course ID = D0259_3451 • World History(2 of 2) - Local Course ID = D0259_3452	• Introduction to Agriculture(1 of 2) - Local Course ID = D0259_4115	
	10	• English 2(1 of 2) - Local Course ID = D0259_1221 • English 2(2 of 2) - Local Course ID = D0259_1222	• Geometry(1 of 2) - Local Course ID = D0259_2413 • Geometry(2 of 2) - Local Course ID = D0259_2414	• Biology 2(1 of 2) - Local Course ID = D0259_4256 • Biology 2(2 of 2) - Local Course ID = D0259_4257	• US History 1(2 of 2) - Local Course ID = D0259_3362 • US History 1(1 of 2) - Local Course ID = D0259_3361	• Horticulture(1 of 2) - Local Course ID = D0259_4121	• Youth Entrepreneurs of KS(2 of 2) - Local Course ID = D0259_6889

Figure 37 View Program of Study

Submit/Print:

If all of the required information was completed in Sections I, IIa, IIb, III, and IV, this submissions page will state "The CPPSA has been validated and there are no errors that can be detected by the system." Please note that this does not mean that your pathway has been approved. It simply means that the automated system was unable to detect any errors.

1. School Data Entry Users and District Data Entry Users click "Release for District Approval." The CPPSA will then be delivered to the District Authority's CPPSA account.

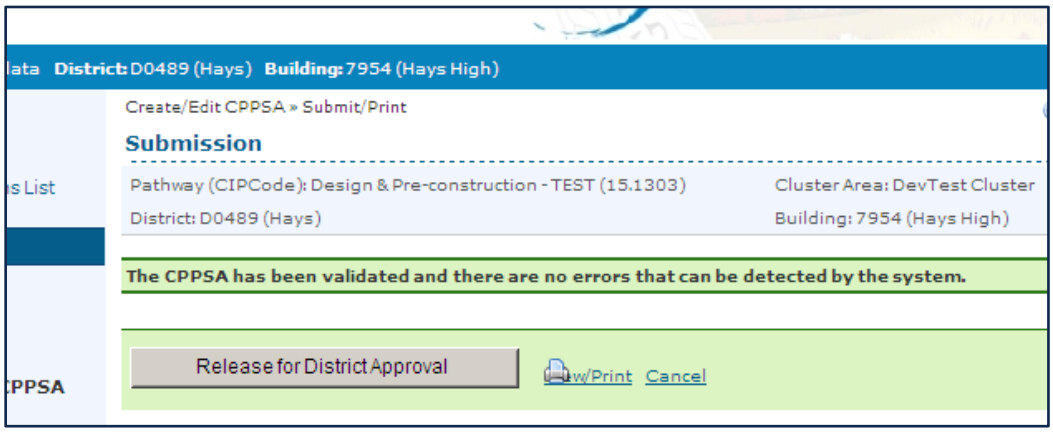


Figure 38 Release for District Approval

Note: that the District Authority (superintendent) will receive an email notification that a pathway is waiting for approval, if the district authority has an account in Pathways. It is recommended that you notify the District Authority to log into his/her Pathways account, click on "My CPPSAs" and review the pathway. The CPPSA will not be submitted to KSDE until it is approved and released by the District Authority

District/Org Approve (Superintendent) Access Level Only

1. Click on my CPPSAs. Select Released status and click View/Filter CPPSAs.
2. Click in the Actions box and choose "Review" next to a CPPSA, and the District Authority will see a print view of the CPPSA.
3. The District Authority needs to scroll through the CPPSA to review. **The inside scroll bar will scroll through the entire CPPSA. The outside scroll bar will scroll the page down to the "Review Decision" section.** The District Authority will click on either "Yes" or "No" at the bottom of the page under "Review Decision.

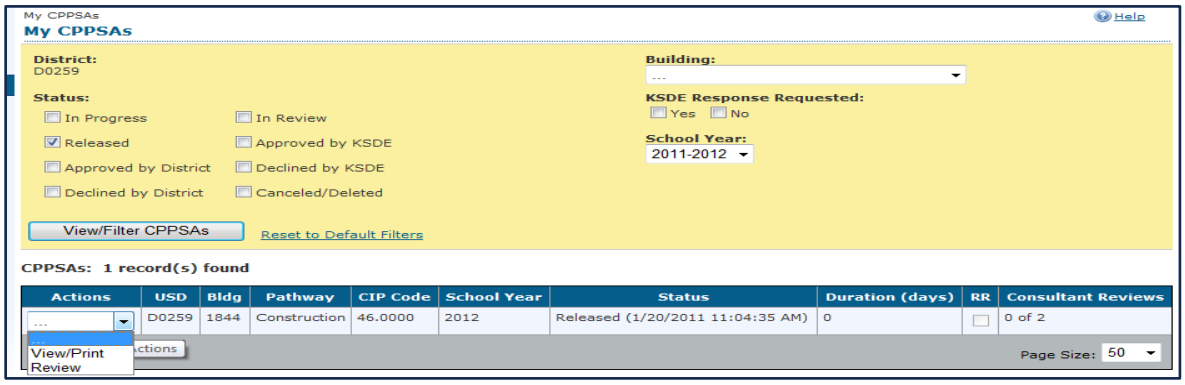


Figure 39 District Authority Review Actions Box

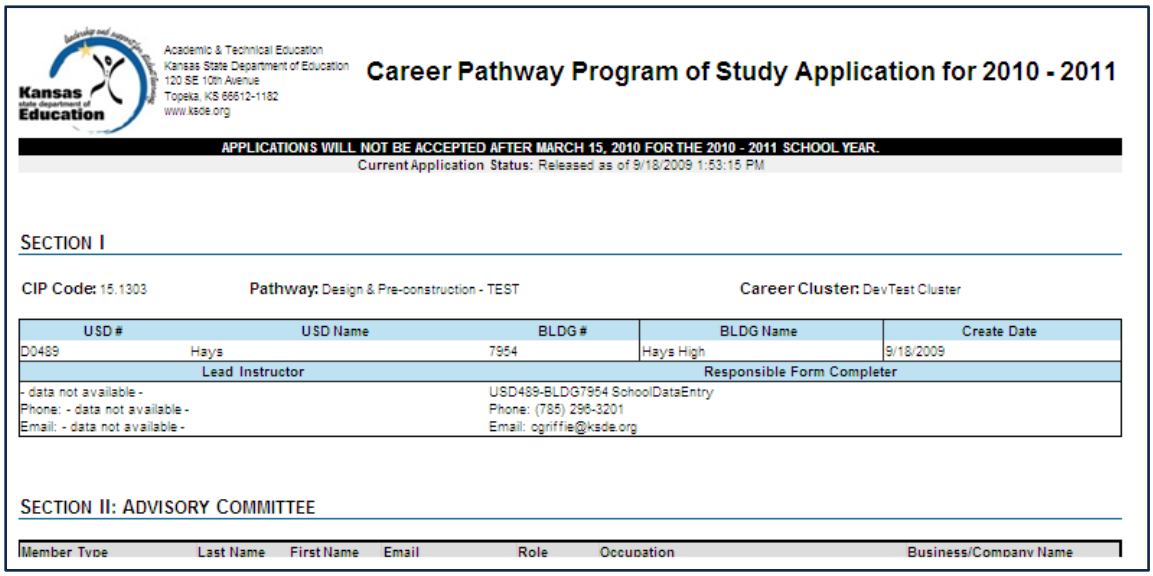


Figure 40 District Authority Review

4. If the District Authority clicks on "No" under Review Decision, he/she will see a list of Decline Reasons to select from. The District Authority will enter any comments that he/she wants to share with the School Data Entry and/or District Data entry user. The District Authority should click "Save Decision." The CPPSA is then accessible by Data Entry to make changes. Those users may now edit the CPPSA to correct any issues that caused the District Authority to decline the CPPSA. Once corrected, the CPPSA may be re-submitted to the District Authority for review.

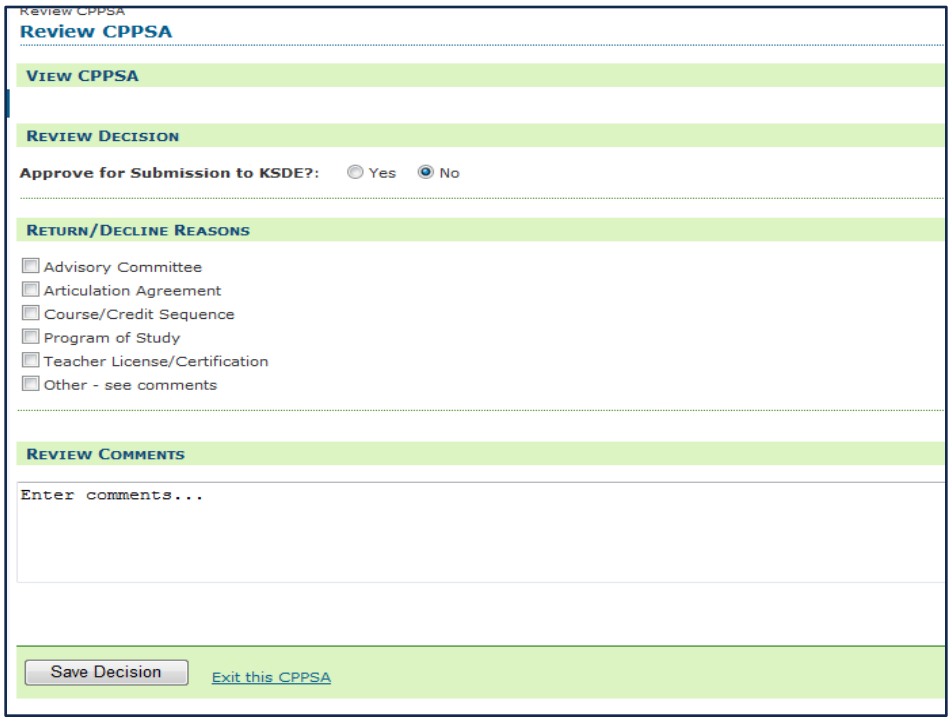


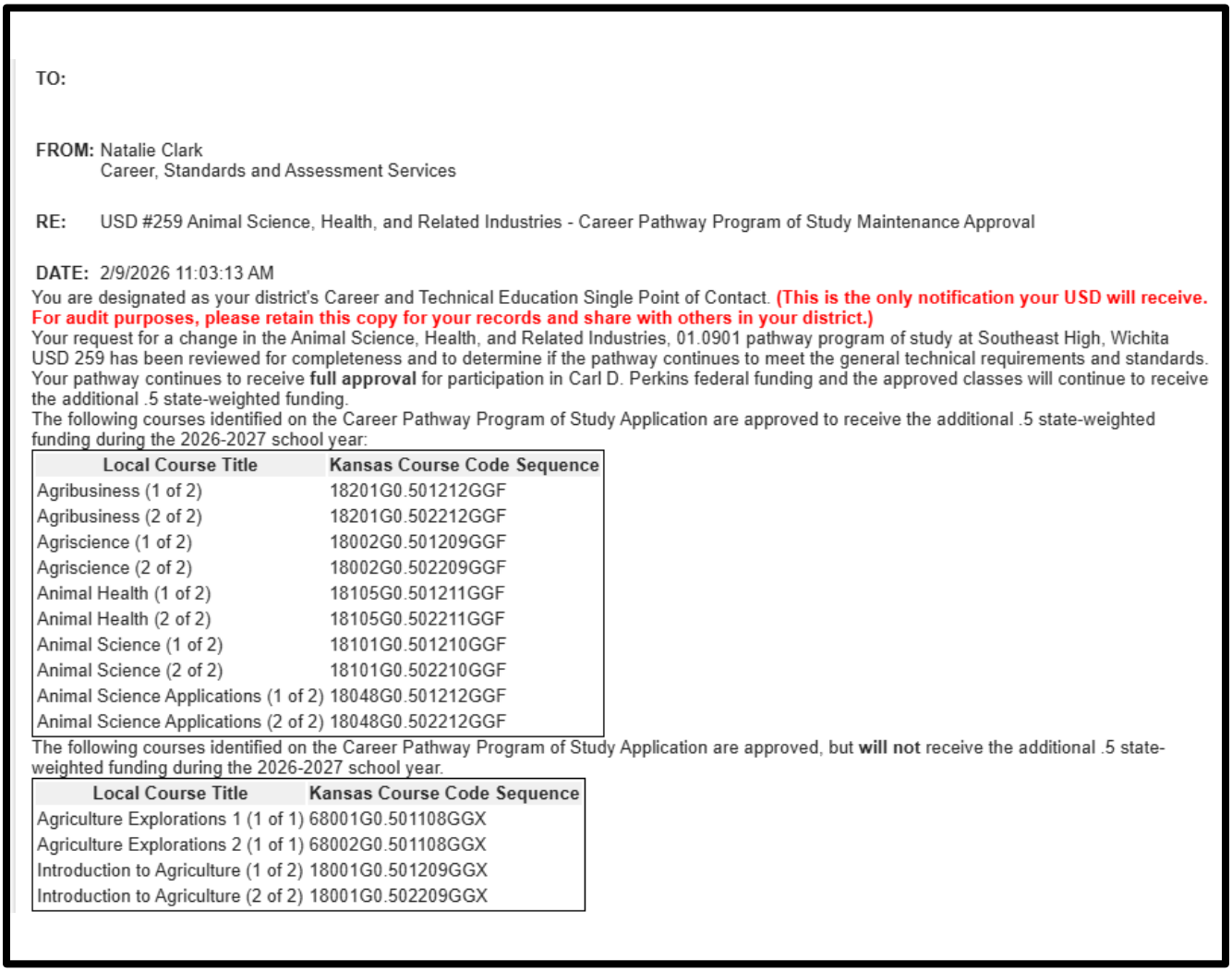
Figure 41 District Authority Review

KSDE CPPSA Approval or Disapproval

KSDE consultants have two weeks to process an application once it is received. Once a CPPSA is approved by KSDE, an e-mail will be sent to District Approve user, School Data Entry user and/or District Data Entry user. The e-mail will state that the pathway has been approved and will detail which courses were approved for the additional .5 state-weighted funding.

If a CPPSA is not approved by KSDE, an email will be sent notifying the district that the application was disapproved. The e-mail will state the issue(s) that caused the application to be disapproved. The district has two weeks to make the necessary changes and resubmit the application. The School Data Entry user and/or District Data Entry user may then correct any issues and resubmit the application for approval.

Go back into the Pathways system, click "My CPPSAs," click "Declined by KSDE" and "In Progress" status filtering boxes, and select "View/Filter." The application (s) will appear, and the data entry user will go to the actions column, choose Edit, make necessary changes, and resubmit. Notify the superintendent that the pathway is awaiting approval so that it can be reviewed and sent to KSDE.



TO:

FROM: Natalie Clark
Career, Standards and Assessment Services

RE: USD #259 Animal Science, Health, and Related Industries - Career Pathway Program of Study Maintenance Approval

DATE: 2/9/2026 11:03:13 AM

You are designated as your district's Career and Technical Education Single Point of Contact. **(This is the only notification your USD will receive. For audit purposes, please retain this copy for your records and share with others in your district.)**
Your request for a change in the Animal Science, Health, and Related Industries, 01.0901 pathway program of study at Southeast High, Wichita USD 259 has been reviewed for completeness and to determine if the pathway continues to meet the general technical requirements and standards. Your pathway continues to receive **full approval** for participation in Carl D. Perkins federal funding and the approved classes will continue to receive the additional .5 state-weighted funding.
The following courses identified on the Career Pathway Program of Study Application are approved to receive the additional .5 state-weighted funding during the 2026-2027 school year:

Local Course Title	Kansas Course Code Sequence
Agribusiness (1 of 2)	18201G0.501212GGF
Agribusiness (2 of 2)	18201G0.502212GGF
Agriscience (1 of 2)	18002G0.501209GGF
Agriscience (2 of 2)	18002G0.502209GGF
Animal Health (1 of 2)	18105G0.501211GGF
Animal Health (2 of 2)	18105G0.502211GGF
Animal Science (1 of 2)	18101G0.501210GGF
Animal Science (2 of 2)	18101G0.502210GGF
Animal Science Applications (1 of 2)	18048G0.501212GGF
Animal Science Applications (2 of 2)	18048G0.502212GGF

The following courses identified on the Career Pathway Program of Study Application are approved, but **will not** receive the additional .5 state-weighted funding during the 2026-2027 school year.

Local Course Title	Kansas Course Code Sequence
Agriculture Explorations 1 (1 of 1)	68001G0.501108GGX
Agriculture Explorations 2 (1 of 1)	68002G0.501108GGX
Introduction to Agriculture (1 of 2)	18001G0.501209GGX
Introduction to Agriculture (2 of 2)	18001G0.502209GGX

Figure 42 Example of an Approval Letter

Help Files

Help files are available in each section of the Pathway. In the top right hand corner of the application is a blue question mark with "Help" that will take you to the pop-up help files



Figure 43 Help Files Location

Below is an example of the help files:

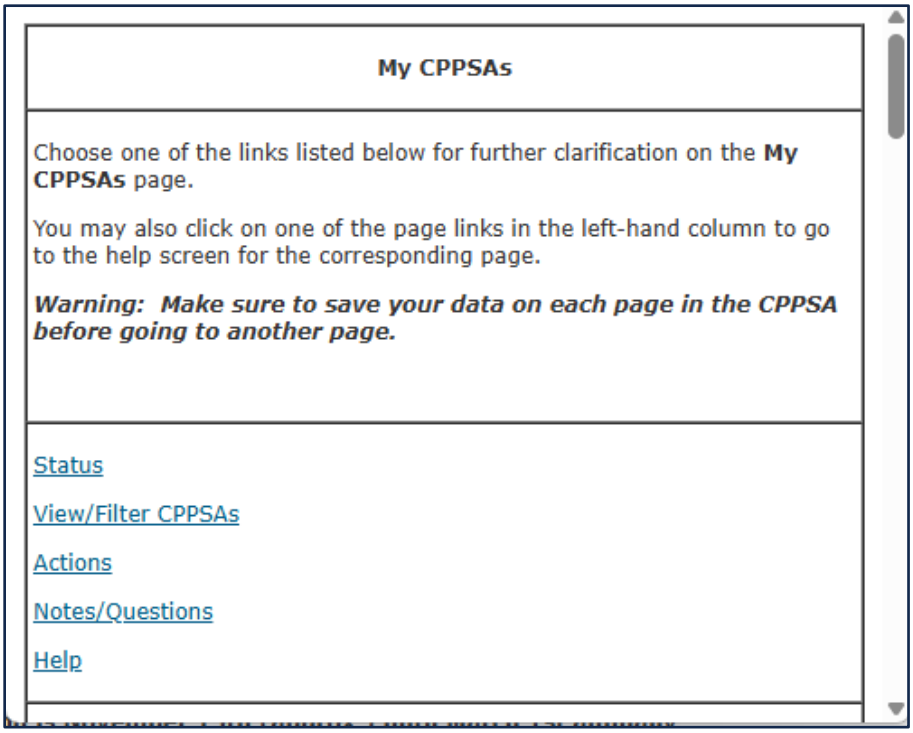


Figure 44 Help Files

Notes/Questions Section

A "Notes/Questions" link is located at the bottom of each page. Clicking on the icon next to "Notes/Questions" will open a text box. A user may enter any notes for the consultant here and click "Save" to retain this information for future reference.

Checking the "Response from KSDE required" box before clicking "Save" indicates that a user needs help with his/her question. The KSDE Pathways Help Desk or the KSDE Education Program Consultant affiliated with the pathway will respond to the question.

Questions may also be emailed to pathwayshelpdesk@ksde.gov

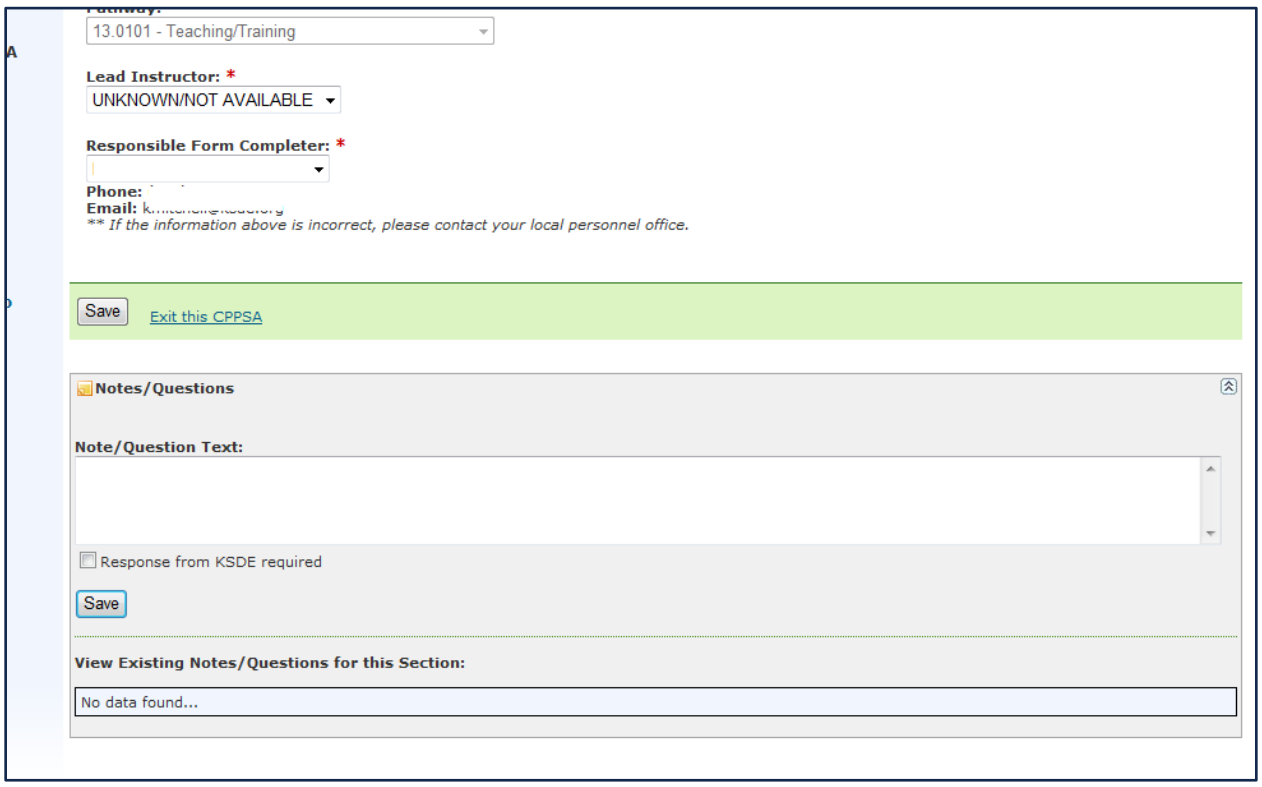


Figure 45 Notes/Questions Section

Pathway Maintenance Overview

Pathway Maintenance is an annual process that is required for all CPPSAs that were approved the prior year or before. Pathway Maintenance is not the initial application. All changes should be initiated and approved through the advisory committee. Pathway Maintenance takes place during the CPPSA application period. This period runs from approximately November 15th to March 1st , annually. The two types of maintenance are:

1. Required periodic Maintenance
- Section IIb-Inputting Advisory Committee Meeting Data and Improvement Plan
- Section IV-Uploading Current Articulation Agreement with Current Signatures

2. As Needed Maintenance
- Change lead instructor
- Change advisory committee members
- Add and/or delete courses
- Adjust Program of Study to match active course list
- Change CTSO
- Declare Assessment
- Declare Certifications

To access pathway maintenance, you would log into the Pathways Authenticated Application as listed on page six of this document. Then, the user would click on "My CPPSA's", select "view/filter", and then find the pathway that maintenance will be done on. Underneath actions, the user would select "edit". This would get the user into the CPPSA. Most material from the previous year's CPPSA will be brought into the current year's application and the application will be marked as "In Progress." Then maintenance can be completed.

Career and Technical Education Student Data Management

This data collection process is completed from approximately May 15th to August 15th each year. Reporting Student Data Management involves assigning students to a pathway and updating their participant, concentrator, or completer status. Student Data Management is a required step in maintaining Perkins funding. The data is submitted in federal reporting annually to qualify for the state's Perkin's funding that is distributed to districts.

To assign students to a CPPSA that is in the Pathways System, follow these steps:

1. Login to Pathways. You must have School Approve or Dist./Org. Update access levels.
2. Click on "My CPPSAs" on the left hand menu.
3. Select "Approved by KSDE" as the status.
4. Change the "School Year" to the school year just completed.
5. Click on "View/Filter CPPSAs."



Figure 46 My CPPSAs Screen for Student Data Entry

6. Under Actions, there are three options:
    a. View/Print-View and or print the CPPSA that was approved by KSDE.
    b. Assign Students-This section assigns students to a pathway. Data is pulled from KIDS (KCAN) report. Student gender and ethnicity is pulled from KIDS.
    c. Update Students-Student data is recorded here for all assigned students. Single parent status (a student who is a single parent or a

pregnant teen), pathway status, 3rd party assessment, and certification data is collected on all Concentrators That Exited.

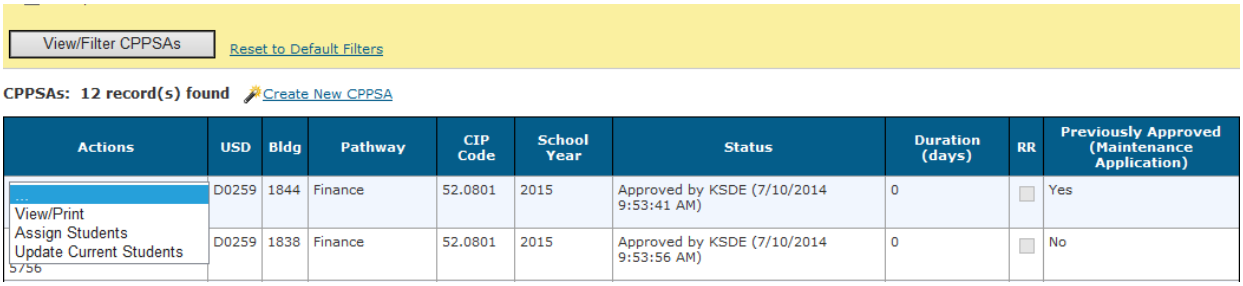


Figure 47 Action Menu

Assign Students

A . The Assign Students page automatically populates students that have a KCAN record in KIDS for a course approved in a pathway. However, if for some reason a student is missing, all students at the district that have EOYA (End of Year Accountability) records should appear in the "Show All Students" link.



Figure 48 Show all Students

B. Under the "In this Pathway?" column, select any students that have completed one CTE course credit or more in this pathway. As you click in the column for each student, the page will automatically save.

***Please Note: If a student is assigned to a different pathway, and you click the "In This Pathway?" column for that student, you will remove them from the previous pathway, and erase all of the data that has been saved on that student.

C. Click "Go to Update Students" page link.

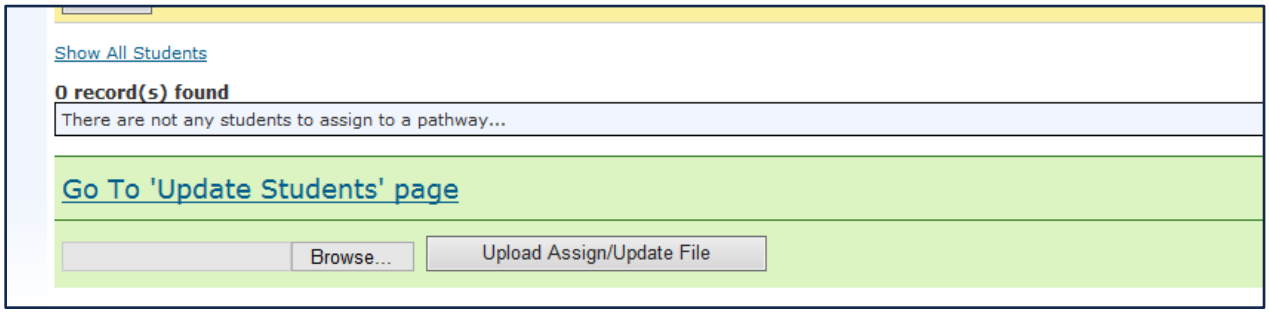


Figure 49 Go To Update Students page and Upload Feature

Update Students Data

1. Click on Go to Update Students Page link on the bottom of the Assign Students page or go to #2.
2. Click "My CPPSAs" and select the Approved by KSDE status and the current school year. Then click on "View/Filter CPPSAs". Under Actions, select "Update Students" next to the pathway you want to update.
3. All students previously assigned to the pathway will appear on this page.
4. Single Parent Status - Click "Yes" if the student is a single parent or pregnant teenager.
5. Under the Status column, select if the student is a "Participant," "Concentrator," "Concentrator who exited," or "Concentrator who exited for other reasons."

a. Participant: an individual who completes not less than one course (equivalent to a student who has earned one, but less than two secondary level credits) in a single career and technical education pathway.
b. Concentrator: at the secondary school level, a student who has completed at least two (2) courses (equivalent to two (2) or more secondary level credits) in a single career and technical education pathway.
c. Concentrator Who Exited: a student who has met the criteria to be considered a concentrator AND has graduated secondary education with their cohort class. These are the students who will be followed up in the spring of the next school year. See Page 46.
d. Concentrator who Exited for Other Reasons: a student who has met the criteria to be considered a concentrator who exited, but will not graduate with their cohort class. The reasons for this include but are not limited to the student: transferring out of district, dropping out of high school, or passing away.
e. Completer: a student who has completed a minimum of three (3) secondary level credits in a single CTE pathway, with at least two (2) of those credits being a combination of technical and application-level courses. Select the check box for completer status if the student has earned or completed at least one or more of the following:
    - Earn an end of pathway assessment/certification for completer status (industry-recognized certification or a passing score on a third-party, end-of-pathway assessment).
    - Earn an Excel in CTE qualifying recognized credential aligned to the pathway.
    - Earn nine (9) + college hours leading to completion of a certificate or postsecondary program aligned to the pathway's program of study.
    - Complete a high-quality work-based learning career preparation experience, Kansas work-based learning continuum, in the pathway defined in Kansas Work-Based Learning: Personalized Learning Plan Guidance Document.

1. When the user selects "Concentrator who exited," an additional auto filled drop down box opens for the 3rd Party Assessment from the approved CPPSA. Select if the student passed, failed, or did not take. The competency percentage box also auto fills with 0% entered and is treated as null data.

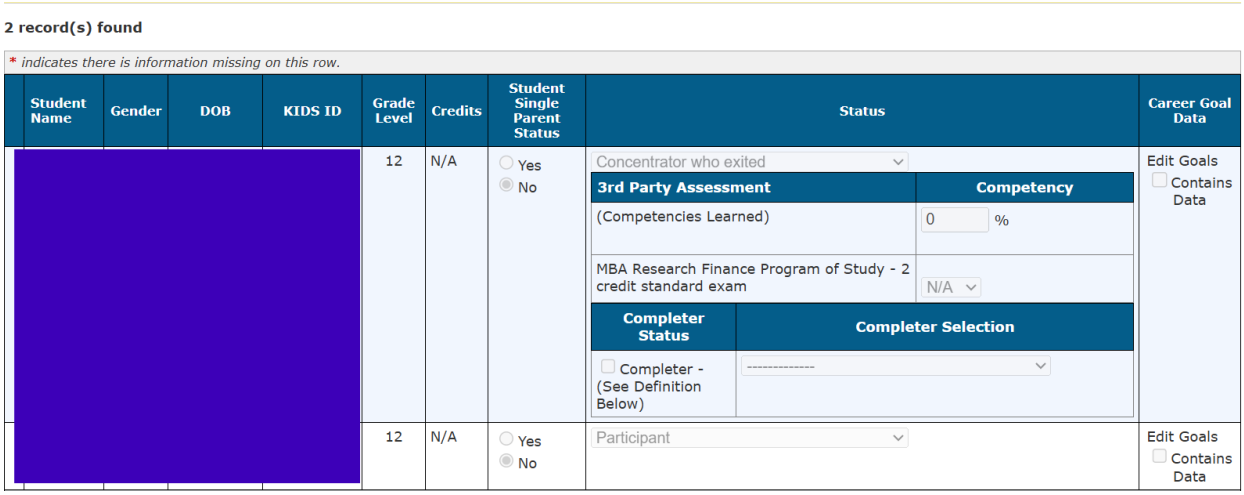


Figure 50 Update Students

2. Click "Submit" at the bottom of the page. - This is a very important step. This page doesn't automatically save.

Upload Student Data Feature

Requirements and Data Specifications for Uploading Students to a Pathway

1. The data uploaded in Pathways in the Assign Students Screen must contain proper linking information and can be in the format of Comma-Separated Values (.csv) only. All columns must have a number or space entered in at least one of the fields.

	Field	Format	Required/Optional	Validation
1	State Student Identifier	Integer, 10 digits	Required	Must be 10 digits verified against the same students listed on the Assign Students screen
2	Pathway Student Status	Integer, 1 digit	Required	1 = Participant 2 = Concentrator 3 = Concentrator who exited 4 = Concentrator who exited for other reasons Must be 1, 2, 3, or 4
3	Single Parent Status	Integer, 1 digit	Required	0 = Not a single parent 1 = Single Parent
4	Competency Percent (For Status 3 Only)	Integer, 3 digits	Required	May be an integer from 0-100
5	Reason for Concentrators That Exited for Other Reasons	Alphanumeric 1000 Characters	Optional	Any text, but may not contain commas due to the comma delimited format
6	CIP Code	11.1111	Optional	Must follow the format example of two digits, a period, then four digits. If the format is correct, the data is not saved, but no error returned. If the value matches an existing CIP Code, a name will be displayed.

7	Career Goal 1	Alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
8	Career Goal 2	Alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
9	Career Goal 3	Alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
10	Career Goal 4	Alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
11	Career Goal 5	Alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
12	Pathway Completer Status	Integer, 1 digit	Optional; however, if Pathway Student Status is 1 = Participant or 2 = Concentrator, Pathway Completer Status cannot be marked. If Pathway Student Status is 3 = Concentrator who exited or 4 = Concentrator who exited for other reasons Completer Status can be marked.	0= Not a Completer 1= Completer
13	Reason for Completer Status	Integer, 1 digit	Required if Completer Status is marked true.	1 = Earn an end of pathway assessment/certification for completer status (industry-recognized certification or a passing score on a third-party, end-of-pathway assessment) 2 = Earn an Excel in CTE Qualifying Recognized Credential aligned to the Pathway 3 = Earn nine (9) + college hours leading to completion of a certificate or post-secondary program aligned to the Pathway's Program of Study 4 = Complete a high-quality work-based learning career preparation experience Must be 1, 2, 3, or 4

Figure 51 Uploading Students to Pathways

2. Click on "Browse" at the bottom of the screen. See Figure 49 on page 38)
3. Upload the CSV File and click on "Open" in the "Choose File to Upload" screen.
4. Click on "Upload Assign/Update File".
5. A separate upload file must be done for each pathway.
6. Ensure that there are no blank rows and each row (student) has 11 commas.
7. If there is a blank row at the bottom of the CSV file, this will cause an error. This row is due to the cursor being on a blank row during conversion.

Pathways Without Concentrators:

If there are no students that qualify as a Concentrator in a pathway, enter the reason in the "no assigned concentrator's comments section." Ie. New or young pathway, or No students enrolling in the courses etc.

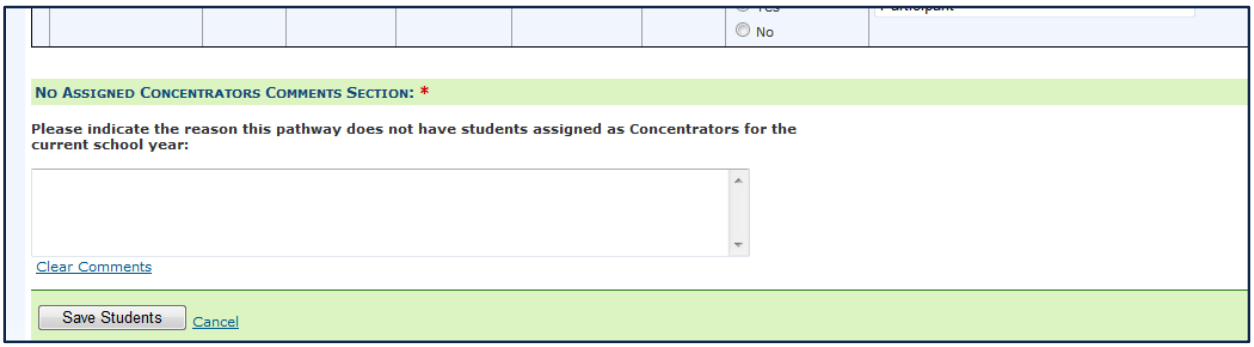


Figure 52 Pathways Without Concentrators

1. Click "Save Students"
2. Save the "Update Students" page before clicking on "Edit Goals" for a student.
3. The career goals data section is not required for student data reporting.
4. If the student has an account in the Kansas Career Pipeline with their KIDS ID number, this information will automatically pull in.
5. Click on "Edit Goals".
6. Enter the student's CIP Code Goal (Pathway that they are interested in going into, even if they are assigned to a different pathway as a participant or a concentrator).
7. Enter up to 5 Career Goals for the student.
8. Click "Update".

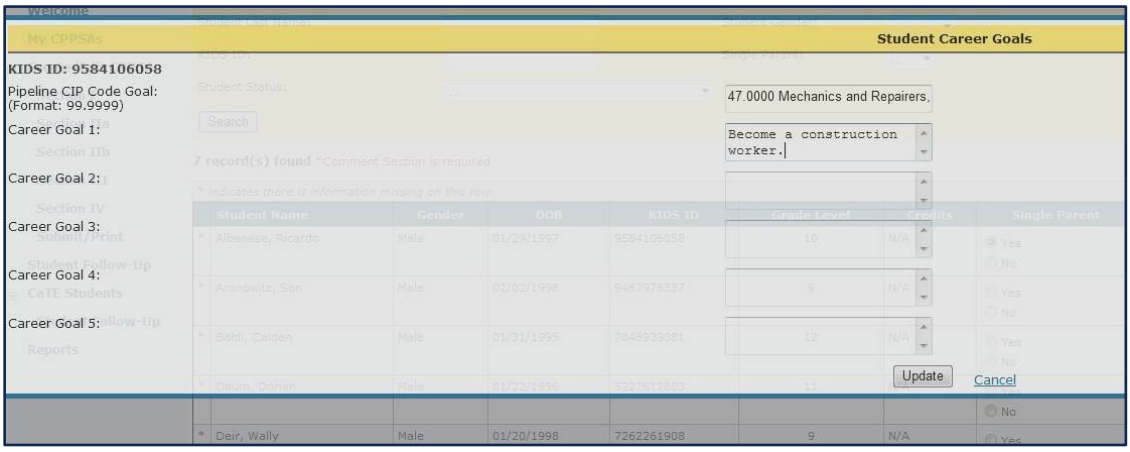


Figure 53 Career Goal Data

Reports

The following Access Levels should have access to the reports: District/Org Update, School Approve, and District/Org Approve.

To start viewing reports in pathways:

1. Click on "My CPPSA's."
2. Select "Reports" in the left hand menu.
3. The following Pathways Reports and Perkins' CAR reports will then appear:

Pathways' Reports:

- ✓ Downloadable Basic Enrollment: This report lists all students, and will have additional filters by student statuses: All Students, Participants, Concentrators, Concentrators who exited, Concentrators who exited for other reasons.
- ✓ Downloadable Basic-Exiters (Concentrators Who Exited): This report displays data for students with the "Concentrator who exited" status.
- ✓ Downloadable Basic Follow-up: This report lists the students who were reported for Follow-up. This list of students only includes students who had a "Concentrator who exited" status, and were reported the following year.
- ✓ Exiters (Concentrators who exit): This report displays data for students with the "Concentrator who exited" status.
- ✓ Minority Gender Concentrator Detail Report: This report will function the same as the Minority-Gender Detail Report, except it will not include Participants.
- ✓ Student Status, Minority, & Gender Report: This report will have an additional filter that allows it to be run with students listed as two or more races for CAR reporting, and with the individual race selections for other reports.
- ✓ Pathways Courses: This report is a list of the pathways separated by building number and listing all the courses available at a district or building for pathways for each unique CIP Code, Course number, and Teacher combination.
- ✓ Pathways Completers Report – This report lists students that qualify and have been designated as a Completer. See page 39 for definition.
- ✓ Pathways Without Students: The Pathways Without Students report lists any Pathway that has zero participants **or** concentrators (any of the three types) for the selected year.
- ✓ Potential Students-Not Assigned: The Potential Students – Not Assigned lists any student who is not marked as a participant or concentrator (any of the three types) for the selected year.
- ✓ Student Career Course Completion: This report is a comprehensive list of pathway courses taken per student over their high school career. The data is compiled from the KIDS reporting. * Good tool for Student Data Management.
- ✓ Total Concentrators: This report lists all students with the "Concentrator", "Concentrator who exited", and "Concentrator who exited for other reasons'" statuses.

Perkins' CAR Reports:

- ✓ 1S1-Four Year Graduation Rate: Numerator: Number of CTE Concentrators who, in the reporting year, were included as graduated in the state's computation of its cohort graduation rate.
  Denominator: Number of CTE Concentrators who, in the reporting year, were included in the state's computation of its graduation rate.
- ✓ 2S1-Academic Attainment-Reading: Numerator: Number of CTE Concentrators who, in the reporting year, achieved proficiency on the academic assessment.
  Denominator: Number of CTE Concentrators who, in the reporting year, took the assessment.
- ✓ 2S2-Academic Attainment-Math: Numerator: Number of CTE concentrators who, in the reporting year, achieved proficiency on the academic assessment.
  Denominator: Number of CTE concentrators who, in the reporting year, took the assessment.
- ✓ 2S3-Academic Attainment-Science: Numerator: Number of CTE Concentrators, who, in the reporting year, achieved proficiency on the academic assessment.
  Denominator: Number of CTE Concentrators, who, in the reporting year, took the assessment.
- ✓ 3S1-Total Placement: Numerator: Number of CTE Concentrators who left secondary education and were placed in postsecondary education, advanced training, military services, national service program, or employment in the second quarter following the program year in which they left secondary education.
  Denominator: Number of CTE Concentrators who left secondary education in the same year.
- ✓ 4S1-Nontraditional Concentration: Numerator: Number of CTE concentrators from underrepresented gender groups assigned in a Pathway that leads to employment in nontraditional fields during the reporting year.
  Denominator: Number of CTE concentrators assigned in a Pathway that leads to employment in nontraditional fields during the reporting year.
- ✓ 5S2-Postsecondary Credits Attained: Numerator: Number of CTE concentrators who, in the reporting year, obtained postsecondary credit as of that year.
  Denominator: Number of CTE concentrators who, in the reporting year, were included in the state's computation of its graduation rate.
- ✓ Summary Report – This report pulls a summary of the other seven reports

4. Select the report that is to be viewed.
5. A new window will appear-allow for pop-ups with pathways.
6. In the window, select the school year for the reports to be accessed. At this point, the user can also choose more specific details to select by adding the building number, cluster, or pathway, or the user can select to export the report to PDF or Excel.

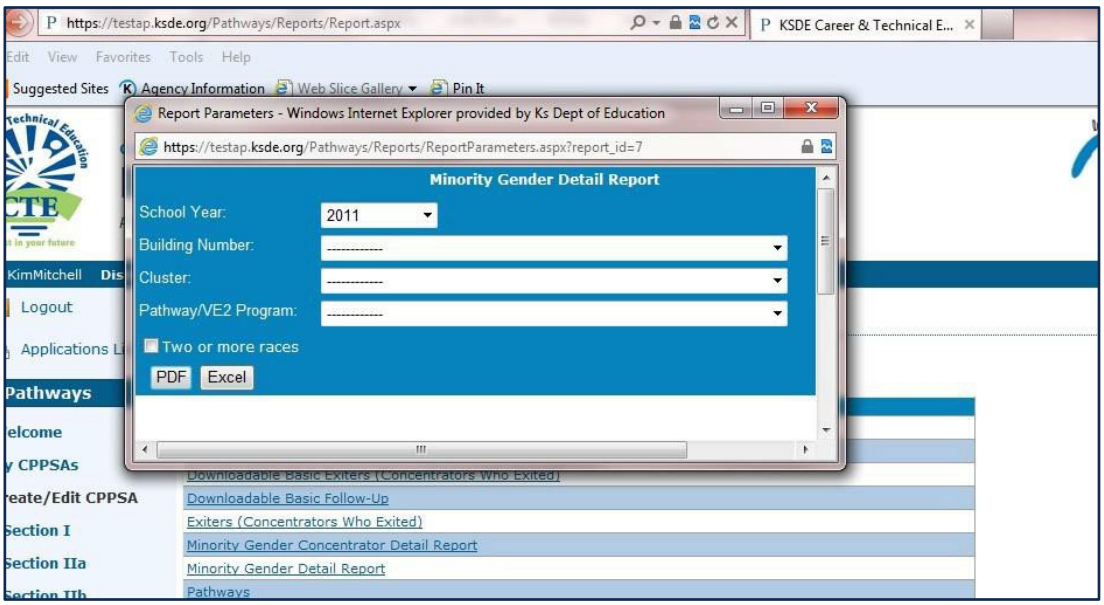


Figure 54 Running a Report in the Pathway System

Student Follow-Up

Student Follow-up is due on April 15th of the year after the student was marked as a concentrator who exited during Student Data Management reporting.

1. Click on "Student Follow-Up" in the left-hand menu.
2. Select the "Building" or "Pathway" for follow-up, if needed. Click on "Search".
3. Enter the Student's Follow-up Status as "Employed-Related to Program," "Employed-Not Related to Program," "Military," "No Placement, ""Unknown," "Advanced Training," "Title I Service Program (ie. Peace Corps, etc.," "Continued Education – Associate Program," "Continued Education – Baccalaureate Program," or "Continued Education – Certificate Program."
4. Enter the Student's Satisfaction in the Satisfaction column as "Very Satisfied," "Satisfied," or "Unsatisfied."
5. To expand the number of students viewed per page, select the number desired on the bottom right-hand side of the table.
6. After data is entered, the page will save automatically.

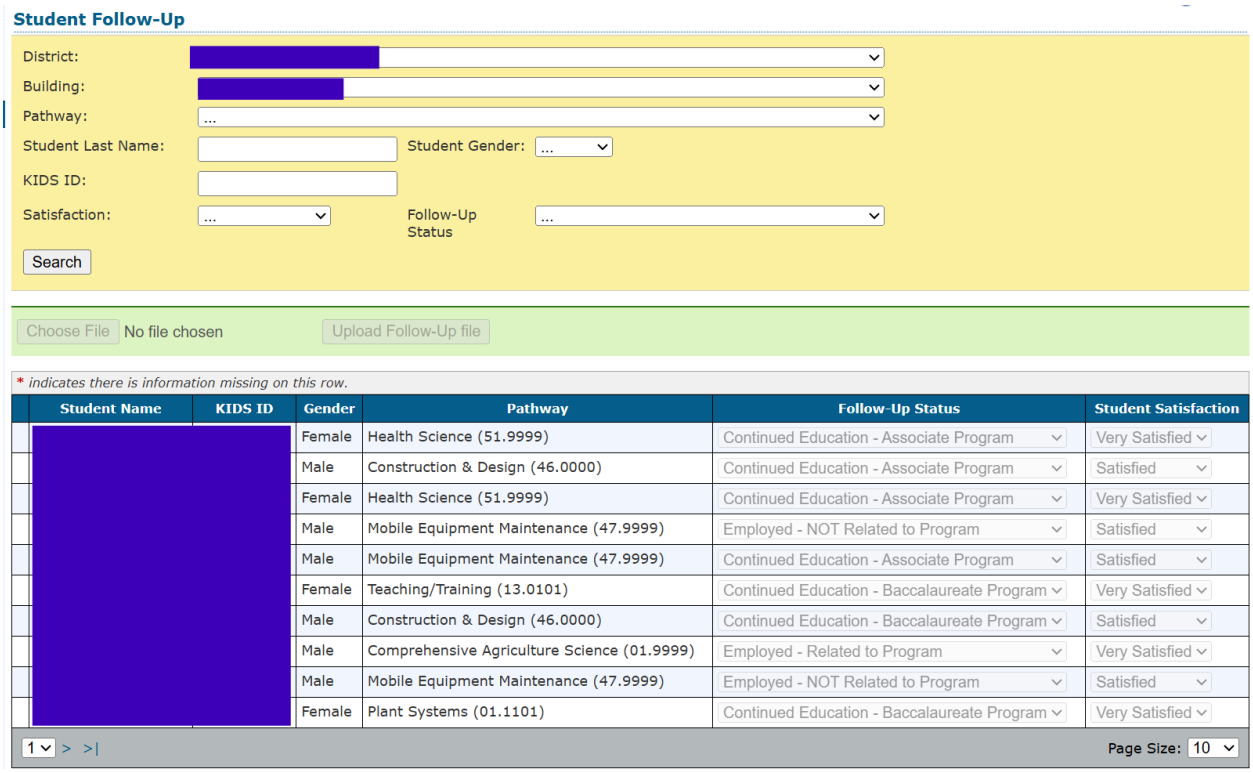


Figure 55 Student Follow-up

Note: Enter follow-up information for all students that appear on every page if there are multiples.

Requirements and Data Specifications for Uploading Student Follow-up

Student Follow-up will be completed by April 15th for concentrators that exited during the previous school year.

The data sent to KSDE must contain proper linking information and can be in the format of Comma-Separated Values (.csv) only.

Column Name	Datatype	Comment
StudentKIDSId	Char(10)	Link to the Student Data
Status	Integer	1 = Employed – Related to Program 2 = Employed – Not Related to Program 4 = Military 5 = No Placement 6 = Unknown 7 = Advanced Training 8 = Title I Service Program (ie. Peace Corps, etc. 9 = Continued Education – Associate Program 10 = Continued Education – Baccalaureate Program 11 = Continued Education – Certificate Program
Program Satisfaction	Integer	1 = Very Satisfied 2 = Satisfied 3 = Unsatisfied

Upload Follow Up Student Data

1. Click on "Browse" at the middle of the screen.
2. Upload the CSV File and click on "Open" in the "Choose File to Upload" screen.
3. Click on "Upload Follow-Up File".
4. If errors, ensure that there are no blank rows and each row (student) has 11 commas.

For more information, contact:

Pathwayshelpdesk@ksde.gov
785-296-4908

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