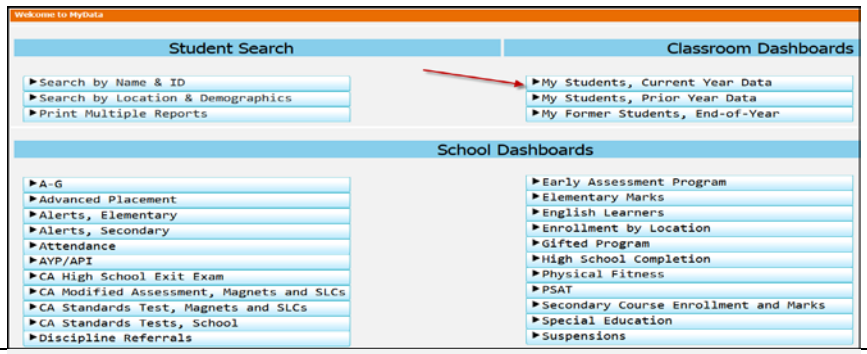
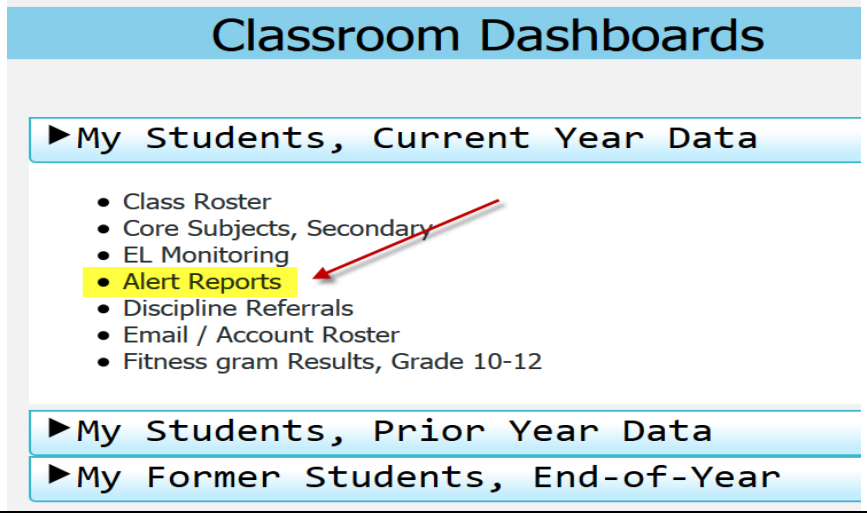
How do I identify which students are at-risk of dropping out? What about those needing early intervention?

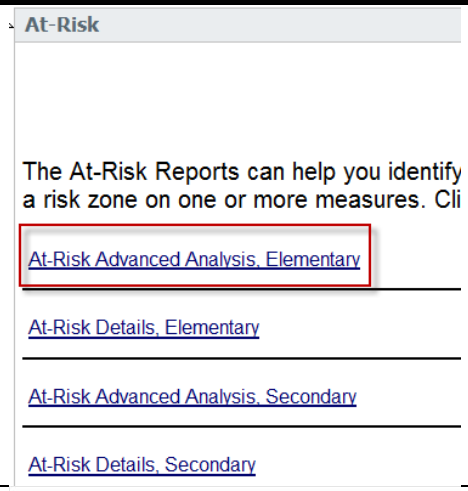
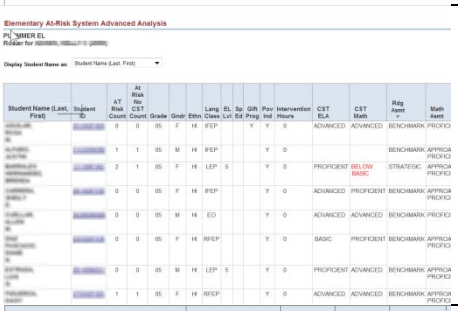
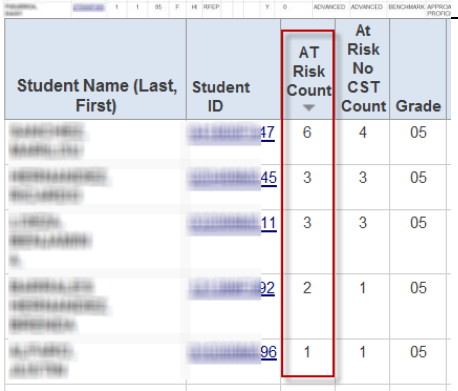
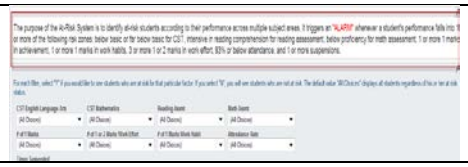
Rosters indicating at-risk information can be found in the **CLASSROOM** menu under My Students, Current Year Data dashboard. Look for the **ALERTS Reports** tab. There are two levels of alerts: **AT-RISK** and **EARLY WARNING**.

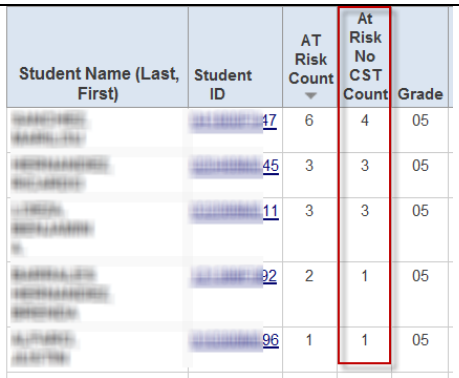
A. At-Risk Advanced Analysis Report

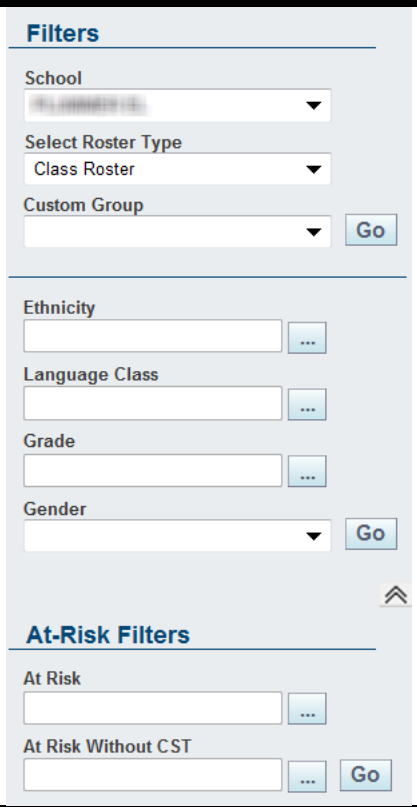
The purpose of this alert system is to identify "at-risk" students according to their performances across subject areas. The report triggers an "ALARM" whenever a student's performance falls into the "risk zone" in the observed areas. The Elementary roster lists seven at-risk indicators while the Secondary roster lists eleven at-risk indicators.

Note: The report lists all students in the classroom, whether they are at-risk or not. Follow the guide to view students who are at-risk.

Step #	Step	Icon/Link	Comments
1.	Click on the MyData Icon to view MyData reports.		Clicking on the Logo or text will reveal the Main Menu.
2.	From the main menu, click on **My Students, Current Year Data.**		
3.	From the drop down menu reports, select **Alert Reports**.		

Step #	Step	Icon/Link	Comments
4.	From the At-Risk page, click the **AT-RISK Advanced Analysis, Elementary** link (or Secondary link, if you are in a Secondary school).		Selecting the **AT-RISK DETAILS** tab provides further breakdown of indicators.
5.	The report will display all the students in the classroom, whether they are at-risk or not.		Not all students who are on the report are at-risk. The report displays all students in the classroom.
6.	To view those who are at-risk, click the **At-Risk Count** column heading. Click once to arrange the count from lowest to highest (ascending). Click a second time to arrange the count from highest to lowest (descending).		The At-Risk Count shows how many at-risk indicators the student received. The higher the number of at-risk counts, the higher the chance of the student dropping out. The maximum number of At-Risk indicators varies by classroom. In this example, the highest number of at risk indicators received by a particular student in this classroom is 6 out of the maximum 9 indicators. A zero in this column means that the student did not receive marks or scores that are considered at-risk.
7.	There is a threshold for each indicator. Read the paragraph above the report for those thresholds.		

Step #	Step	Icon/Link	Comments
8.	If a student falls below the threshold or in the "risk zone," the report triggers an "ALARM" and the indicator will appear in red.		**Thresholds - Elementary:** **CST (ELA and Math) - FBB, BB** **English PA – Intensive** **Math PA – Below Proficiency** **# of 1 Marks in Achievement -1 or more** **# of 1 Marks in Work Habits - 1 or more** **# of 1 or 2 marks in Work Effort - 3 or more** **Attendance - 93% or below** **Suspensions – 1 or more**
9.	The **At Risk No CST Count** column is similar to the **At Risk Count** column, except that it only tracks 7 out of the 9 indicators. It will not count the CST ELA and CST Math when counting the red cells, even if those areas are also red. Since CST results were from a previous year, excluding them will allow the user to analyze the student's performance for the current year.		Even when **At Risk No CST Count** is selected, you will still get the CST columns with red cells. However, the system will know not to include them in the count.

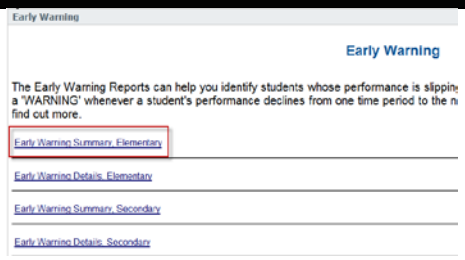
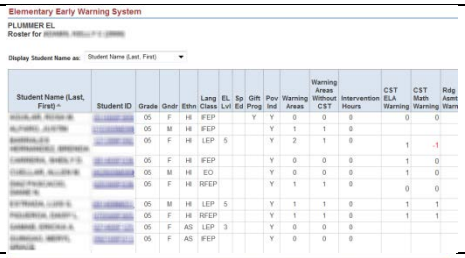
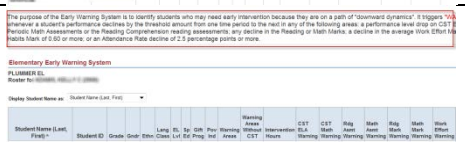
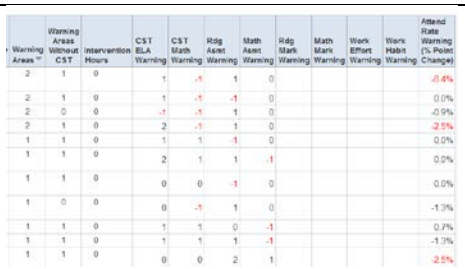
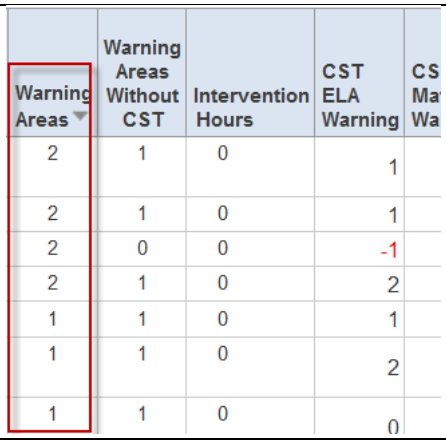
Step #	Step	Icon/Link	Comments
10.	Use the filters bar on the left of the screen to group students.		

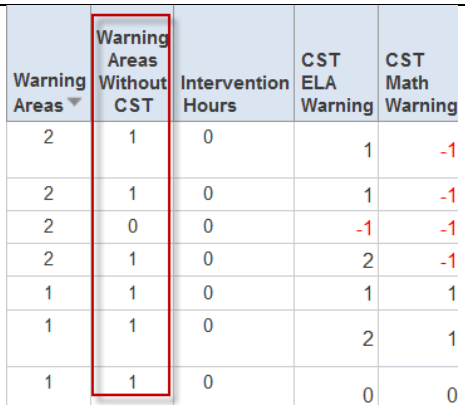
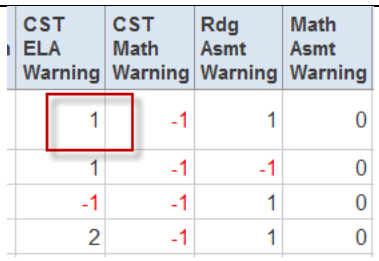
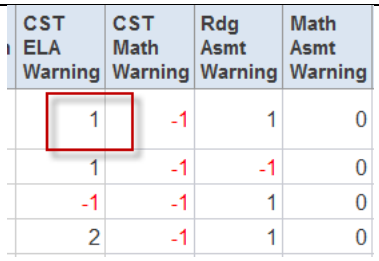
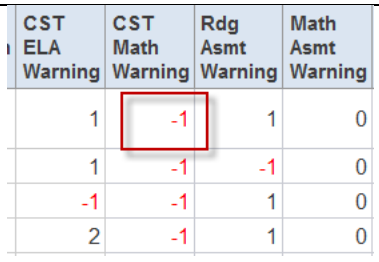
B. <u>At-Risk Details Report</u>

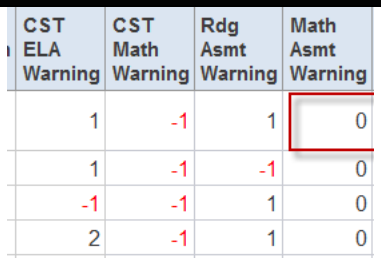
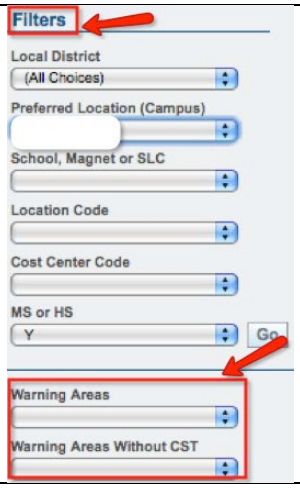
The **At-Risk Details Report** is similar to the **Advanced Analysis Report**, but it displays more information such as the assessment time, assessment score, assessment area, possible score and correct points on the assessment, course marks, days enrolled, days attended, times suspended and days suspended.

C. Early Warning Summary

The purpose of the early warning system is to identify students who are on a path of "downward dynamics" that might need early intervention. It is a dynamic system that identifies a drop in students' performance in designated areas by comparing the current time period to the prior time period.

Step #	Step	Icon/Link	Comments
1.	Select the **EARLY WARNING SUMMARY** link.		Selecting the **EARLY WARNING DETAILS** link provides further breakdown of indicators.
2.	The report will display all the students in the classroom, whether they are in need of early intervention, or not.		
3.	There is a threshold for each indicator. Read the paragraph above the report for those thresholds.		
4.	The **Early Warning Report** is a dynamic system that triggers "WARNINGS" whenever a student's performance declines from one time period to the next in the observed subject areas by more than the threshold amount and the indicator will appear in red.		
5.	To view those with warning areas, click the **Warning Areas** column heading. Click once to arrange the count from lowest to highest (ascending). Click a second time to arrange the count from highest to lowest (descending).		The **Warning Areas** column shows how many warning areas the student received. The higher the number of warning areas, the higher the chance of the student needing intervention. The maximum number of **Warning Areas** varies by classroom. In this example, the highest number of warning areas received by a particular student in this classroom is 2

Step #	Step	Icon/Link	Comments
			out of the maximum 9 warning areas. To determine what areas these are, look to the right of the report and count the columns with red cells.
6.	The **Warning Areas Without CST** column is similar to the **Warning Areas** column, except that it only tracks 7 out of the 9 indicators. It will not count the CST ELA and CST Math when counting the red cells, even if those areas are also red. Since CST results were from a previous year, excluding them will allow the user to analyze the student's performance for the current year.	 Warning Areas / Warning Areas Without CST / Intervention Hours / CST ELA Warning / CST Math Warning 2 1 0 1 -1 2 1 0 1 -1 2 0 0 -1 -1 2 1 0 2 -1 1 1 0 1 1 1 1 0 2 1 1 1 0 0 0	Even when **Warning Areas Without CST** is selected, you will still get the CST columns with red cells. However, the system will know not to include them in the count.
7.	The **Warning Areas** begin from the **CST ELA Warning** column up to the **Attend Rate Warning** column. In these columns, two performance levels, marks or rates are compared for two time periods. If there was a drop by one level, the warning will show as a "-1." If there was an improvement, the warning will show as a "1."	 CST ELA Warning / CST Math Warning / Rdg Asmt Warning / Math Asmt Warning 1 -1 1 0 1 -1 -1 0 -1 -1 1 0 2 -1 1 0	A "2" indicates an increase of two performance levels. For example, this could mean a jump from Basic to Advanced level, or from FBB to Basic. Similarly, a "-2" indicates a decrease of two performance levels.
8.	In this example, the student had a "1" in the **CST ELA Warning** column, which means that the student improved by one proficiency level (e.g., Below Basic to Basic) from last year to this year in the English Language Arts exam.	 CST ELA Warning / CST Math Warning / Rdg Asmt Warning / Math Asmt Warning 1 -1 1 0 1 -1 -1 0 -1 -1 1 0 2 -1 1 0	
9.	However, the **CST Math Warning** column shows a "-1," which means that the student dropped one proficiency level (e.g., Basic to Below Basic) from last year to this year in the Math exam.	 CST ELA Warning / CST Math Warning / Rdg Asmt Warning / Math Asmt Warning 1 -1 1 0 1 -1 -1 0 -1 -1 1 0 2 -1 1 0	

Step #	Step	Icon/Link	Comments
10.	A value of "0" in the Math Assessment Warning column means that the student remained at the same level (no improvement, no drop) from last period to the current period.		Zero values should not be ignored. A zero value may mean no drop in performance level, but if that performance level was the same Below Proficiency from one assessment period to the next, the student would be in need of intervention.
11.	Use the filters bar on the left of the screen to group students.		

D. <u>Early Warning Summary, Details</u>

The **Early Warning Summary, Details Report** is similar to the **Advanced Analysis Report**, but it actually displays the values that are being compared. These include the time periods, assessment scores, performance levels, assessment areas, and attendance rates.