10 STEPS-How to generate "At-Risk Indicator's Report" for Foster Youth Students

A. At-Risk System Summary

The **At-Risk Summary Report** displays at-risk indicators such as the student's Attendance Rate, Times Suspensions, At-Risk Count, and Assessment score.

- **B.** The purpose of this alert system is to identify "at-risk" students according to their performances across subject areas. The report triggers an "ALARM" in RED 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.
- **C.** Below are the step-by-step instructions on how to generate an "At-Risk Summary System Report" and how to convert into a "At-Risk Indicator Report" using an Excel spreadsheet.

| Step # | Step | lcon/Link | Comments |
|-----------|--|--|--|
| | Log in to http://mydata.lausd.net | Sign In Please enter your LAUSD Single Sign-On User ID and Password below, and then press the Sign In button. User ID Password Sign In Accessibility Mode | Use your LAUSD User Name and Password. Recommendation: Only use Firefox and remember to Bookmark the sign-in page for easy access |
| | Click here for MyData reports | A da por en en el constante a la con | This will take you to the MyData Landing Page |
| 1. | Select "Alerts, Elementary or Secondary" | If the new new new new new new new new new ne | You can also select "Alerts, Elementary" to access the same reports, but for elementary schools. |
| 2. | Select " <u>At-Risk Summary,</u> <u>Secondary or</u> <u>Elementary"</u> | * Bit in the real field matches in the second matches in | For more student info. You can also choose to select At-Risk Details, Secondary At-Risk Advanced, Secondary Early Warning Summary, Secondary Early Warning Details, Secondary Early Warning Advanced, Secondary |

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|-----------|--|---|---|
| 3. | Select " <i>Local District</i> " | Alerts, Elementary At Risk Details, Elementary At Risk Advanced, Elementary En At Risk Summary, Elementary At Risk Details, Elementary At Risk Advanced, Elementary En You must select a location to we this report. The purpose of the At-Risk System is to identify "at risk" "risk zone" in the observed area. Measurements used in marks, number of 1 or 2 marks for work effort marks, at below basic" for CT and ELA assessment, "well below is work habit marks, "three or more of 1 or 2 marks" for w I.O.al District Elementary At-Risk System Summary I.D Controll Elementary At-Risk System Summary I.D NORTHWEST Do NORTHWEST I.D NORTHWEST Display Student Name as: Student Name (Last, First) * V Student Class, Student Risk Y Apply Rest- | Recommendation: By selecting Local District to extract school data, you can decrease the number of schools that show up on the drop down menu. |
| 4. | Select <u>Prefered</u> <u>Location (Campus)</u> to choose school campus | | You can only select one school at a time when running this report. However, you can combine (cut and paste) reports later from each school, if you want them all on one report. |
| 5. | Click " <u>Apply</u> " | <pre>In the twenty is not twenty is</pre> | You must click APPLY for each filter box category in order for selections to take effect. |
| 6. | Scroll down to Foster Youth Tab and Select " Y " (Yes) | Image: Transmission of the second procession of the se | When selecting "Y" (Yes) on the Foster Youth Tab, only DCFS open cases will appear. Therefore, for VOLUNTARY cases you must go back and select "N" (No) and add (copy & paste) each individually. |

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|-----------|--|---|--|
| 7. | Click " Apply" | Image: All and all and all and all all all all all all all all all al | Again, you must click "APPLY" for each filter box category in order for selections to take effect. |
| 8. | Click <u>Export</u> and <u>Select</u> Excel Spreadsheet | I dent de la | |
| 9. | Select the " <u>Down Arrow</u> " to download Exported Excel File | Step 9: Step 9: St | If export file doesn't pop up, select the "Down Arrow" to find and select exported Excel file. |
| 10. | Click " <u>OK</u> " to Open Excel File | In the first determine the first determin | |