


At Risk Report– Part 1: Attendance

This guide will walk you through the process of running the At Risk report. This report will take practice to run and master, but the data it provides makes it worth the effort.

First we will run this report for only HS students who have been marked AU in 10 or more class periods. From your start page search for 'grade_level>8'. You will then get a list of all your HS students. ***You can run the attendance query for MS and HS students together, but if you run this report for ALL students the results will be misleading. Elem students get attendance twice/day, MS/HS students get attendance 6 times/day.

After you do your student search go directly to the Reports page, then select the At Risk report at the very bottom of the page.

Search Students

grade_level>8 

[View Field List](#) [How to Search](#)

Functions

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- Reports 
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Student Listings

- At Risk 
- Class Rosters (PDF)
- Master Schedule (PDF)
- Student Schedule Listing

To search only the HS students we searched for make sure you change the student selection to 'The selected XX students only'.

Below that click on the AU attendance code (cmd-click to select more than one).








Click the dot and enter a beginning and ending date.

Be sure to check the box that says 'Use Attendance Query'. Make sure that the Grades Report and Discipline Report queries are NOT checked. Enter your minimum number of occurrences. This is the number of times a students needs to have the attendance code in all class during the date range you set above.

In this case our report will find us HS students who have been marked AU a total of 10 or more times between Aug 16 and Nov 11. In other words these students have missed 10 periods of school, this may be 5 absences in one class and 5 in another.

The report will print one page per student listing the number of absences in each class, the combined total of absences will be equal to or greater to 10 (or the number you specify).

To use this report effectively I suggest that you use more recent date ranges, it will give you a current view of students who have recent attendance problems.

Report Name	At Risk
Version	1.0
Description	A listing of courses, sections and grades associated with students who are currently at risk of failing for the current term. NOTE: This report will return only students who match each query. If more than one query is selected, the report will display only those students who match the criteria for all of the individual queries.
Comments	
Attendance Mode	Meeting 
Students to Include	<input checked="" type="radio"/> The selected 56 students only <input type="radio"/> All students
Attendance Codes	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> ALL CODES AE (Absent Excused) T (Tardy) AU (Absent Unexcused)  IS (In School Suspension) SUS (Out of School Suspension) SUB (Subsistence) SA (Student Activity) </div>
Reporting Segment or Begin Date and Ending Date*	<input type="radio"/> 1 : 8/16/2010 - 5/6/2011 <input checked="" type="radio"/> 8/16/2010 <input type="text" value="11/11/2010"/> 
Data to be filled	(Check checkbox on the right to save as default value) <input type="checkbox"/> Reset All 
Use Attendance Report Query	<input checked="" type="checkbox"/> 
Uses Attendance Mode and Attendance Codes above to query students for the report.	
Enter the minimum number of occurrences of the above selected Attendance codes*	<input type="text" value="10"/> 
Use Grades Report Query	<input type="checkbox"/>
Uses the 3 Grade fields below to query students for the report.	
Select the final grade type	Current <input type="checkbox"/>
Enter the minimum number of classes with failing grades*	<input type="text" value="1"/> <input type="checkbox"/>
Enter a comma-delimited list of Letter Grade values.*	F <input type="checkbox"/>
Use Discipline Report Query	<input type="checkbox"/>
Uses the 2 Discipline fields below to query students for the report.	
# of Discipline actions per student	[No Selection] <input type="checkbox"/>
Discipline incident subtype to include	All Sub-types <input type="checkbox"/>
 <input type="button" value="Submit"/>	

At Risk Report– Part 2: Grades

Now we'll run the At Risk Report for a group of students to look for failing grades. Results for this report can be confusing if you try to combine MS and HS students, I strongly suggest you search for either MS or HS but not both.

Term: **10-11 Quarter 2**

Before you start change your term to match the grade you want to search for. For MS you'll use the current quarter, for HS select the current semester.

Search Students

grade_level in 6,7,8

[View Field List](#) [How to Search](#)

At the start page select the students you want to search. In this case we'll do MS students: grade_level in 6,7,8

Go back to the Reports page and select the At Risk Report.

Make sure that you select 'The selected XX students only' in your search.

You do not need to enter a date range.

Make sure that the Attendance Report Query is NOT checked.

Check the box for 'Use Grades Report Query', select 'Current' grade type, set the minimum number of grades to 1. Enter 'D,F' to search for any students with a current grade of D or F. ***To save these options for the next time you run this report check the boxes on the right. This saves what you enter for next time, this feature is available on most reports.

Make sure the Discipline Report Query is NOT checked. Submit the report.

When you view this report it will say which term it was run for, this is the percentage grade that will display. For example if it says 59.07 for percent and 'Grades for Q2' it means that 59.02% is the Q2 grade.

The screenshot shows the configuration page for the 'At Risk' report. Key settings are highlighted with red arrows and boxes:

- Students to Include:** The radio button for 'The selected 13 students only' is selected.
- Attendance Codes:** A list of codes is shown, including AE (Absent Excused), T (Tardy), AU (Absent Unexcused), IS (In School Suspension), SUS (Out of School Suspension), SUB (Subsistence), and SA (Student Activity).
- Reporting Segment or Begin Date and Ending Date:** The segment is set to '1: 8/16/2010 - 5/6/2011'.
- Use Attendance Report Query:** This checkbox is unchecked.
- Use Grades Report Query:** This checkbox is checked.
- Select the final grade type:** Set to 'Current'.
- Enter the minimum number of classes with failing grades:** Set to '1'.
- Enter a comma-delimited list of Letter Grade values:** Set to 'D,F'.
- Use Discipline Report Query:** This checkbox is unchecked.
- # of Discipline actions per student:** Set to '[No Selection]'.
- Discipline incident subtype to include:** Set to 'All Sub-types'.
- Save as default:** A vertical column of checkboxes on the right side of the 'Use Grades Report Query' section is checked.
- Submit:** A red arrow points to the 'Submit' button at the bottom right.

You can combine a search for attendance with a search for grades to refine your list of At Risk students. For example you can perform an Attendance Query for 20 or more AU codes as well as a grade of F in at least one class. Searching on both attendance and grades will only give you students who meet BOTH criteria.