

SGR1100 - Students At Risk for Promotion

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This report lists students who are at risk of not being promoted to the next grade level. Early identification of these students allows campus staff to schedule students for an extended year or other special programs.

- The main (summary) report list students, their guaridan and contact data, and reason(s) for being listed on the report.
- The detailed report provides specific information about the reason the student is at risk.

The following reasons are considered when determining if a student is at risk for promotion:

- ***Failed Course*** - The student is failing one or more graded courses. The course-section and failing grade is displayed on the detailed report.
- ***Failed STAAR 3-8 or STAAR EOC*** - The student failed a STAAR 3-8 or STAAR EOC test in the current school year.
  - The administration date and test type for which the student did not meet the minimum expectations is displayed on the detailed report.
  - The report does not consider a student's TAKS test results.
- ***Course Absences*** - The student's number of absences in a course-section either meets or exceeds the number entered in the **Number of Course Days Excessive** parameter. The detailed report displays the number of absences for each course-section for the semester in which the report was run.
- ***ADA Absences*** - The student has excessive ADA period absences, which can lead to the student failing to attend school for the minimum required attendance days. The detailed report displays the number of absences for each course-section for the semester in which the report was run.
- ***Less Than Minimum Credit*** - The student has not earned sufficient course credits for the specified semester(s).The detailed report displays the student's total credits earned for all graded courses in the semester for which the report is run.

NOTE: If a student is at risk because of a failed course and does not have a semester or final grade for a course, the **Sem** and **Fin** fields are blank.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit **ending** school year.
Campus IDs (Blank for All)	Type the three-digit campus IDs, separating multiple campus IDs with a comma. Or click ⋮ to select the campuses. Leave blank to select all campuses in the district.

Parameter	Description
Grade Levels (Blank for All)	Type the two-character grade levels, separating multiple grade levels with a comma. Or, click ⋮ to select the grade levels. Leave blank to select all grade levels.
Semester (1, 2, 3=1&2, 4=3, 8=4, C=3&4, Blank for All)	1 - Select semester 1. 2 - Select semester 2. 3 - Select semester 1 and 2. 4 - Select semester 3. 8 - Select semester 4. C - Select semesters 3 and 4. Blank - Select all semesters.
Cycle (1,2,3,Blank for All)	Type the one-digit cycle code. Valid cycle codes are 1, 2, or 3. Leave blank to include all cycles. If a cycle is specified, the report must be run for a single semester (1, 2, 4, or 8).
Grade for Failing Course (C=Cycle, S=Sem, F=Final, B=Both S&F)	C - Include students who have a failing cycle grade for the selected cycle and semester. S - Include students who have a failing semester grade for the selected semester. F - Include students who have a failing final grade for the selected semester. B - Include students who have either a failing semester and final grade for the selected semester.
Nbr of ADA Days Excessive (01-99)	Type the two-digit number of ADA absences that is considered excessive. If blank, ADA absences are not considered in the report. If a value is entered, only students who meet or exceed this number of absences during the campus ADA period are included. ADA absences are calculated by using the ADA period for the campus and attendance track of the student's enrollment record.
Nbr of Course Days Excessive (01-99)	Type the two-digit number of course absences that is considered excessive. If blank, course absences are not considered in the report. If a value is entered, only students who meet or exceed this number of absences in one or more graded courses for the selected semester are included.

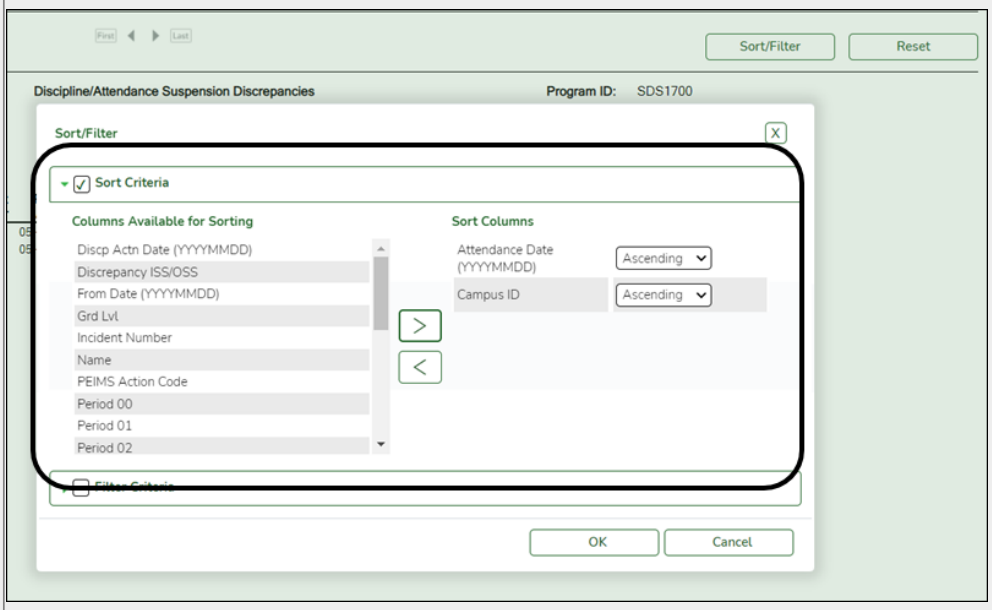
Parameter	Description
Absence Types (Blank for All)	Type the one-digit absence type codes, separating multiple codes with a comma (e.g., A,E,F). Or, click ⋮ to select the absence type code. If **Number of Course Days Excessive** has a value, you must select at least one absence type code.
Count Tardies as Course Absences (#Tardies=1Abs, Blank=No)	Type the one-digit number of tardies that equal one absence (day). If blank, absences codes of T (tardy) are not considered when calculating course absences.
Minimum Credit Required (.5-99, Grade Level 09-12 Only)	Type the minimum number of credits a student is required to earn for the semester for which the report is run. Valid values are .5-99. If blank, the number of credits are not considered in the report. If a value is entered, only students who have less than the minimum amount of credits required are included. **NOTE:** If the report is run for two semesters (i.e., **Semester** is set to option *3* (semesters 1 and 2)), you can type the total number of credits for both semesters (e.g., 14) to retrieve a list of students who have not earned the minimum credits required for the semester(s) for which the report is run.
Check Current Year STAAR Scores (Y, N)	Y - Include students who did not meet the minimum expectations on the current year STAAR 3-8 or STAAR EOC test. N or blank - Exclude students who did not meet the minimum expectations on the current year STAAR 3-8 or STAAR EOC test.
Page Break on Student (Y, N)	Y - Insert a page break after each student record. N or blank - Do not insert page breaks.

Other functions and features:

Sort

Sort report data.
You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.



(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click >. The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location. • In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. • To remove a field from the sort, select the field, and then click < to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

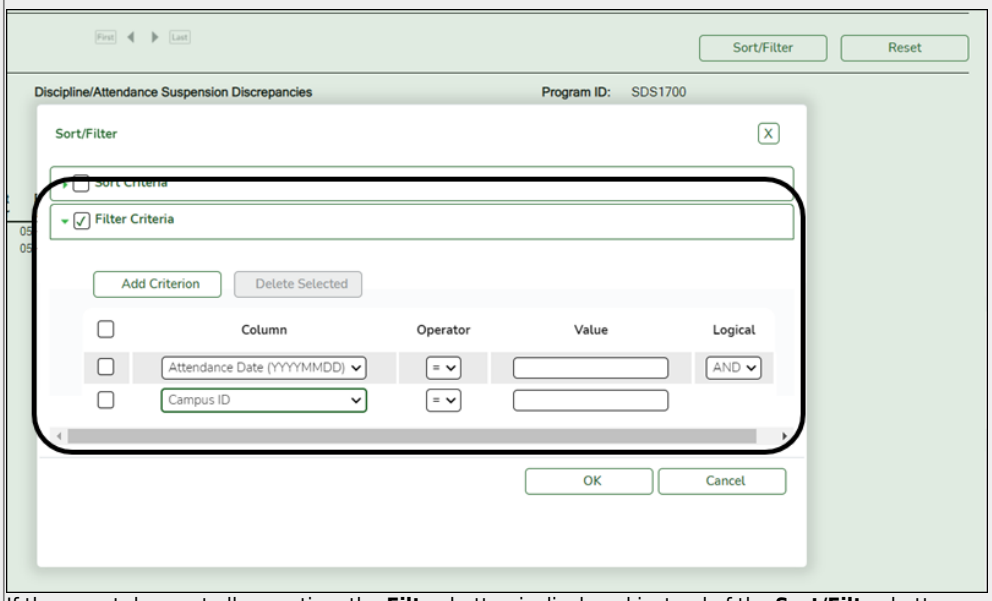
Click **Cancel** to close the window without re-sorting.

Filter Filter report data.

Filter

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.



If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals › Greater than ≥ Greater than or equal to ‹ Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date. **Note:** When filtering report data by date, you must use the following formats: • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Add Criterion	Add another row. Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. The **Logical** field does not appear until you click **Add Criterion** to add an additional row. • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and *Yes* in the **Value** field, no data is displayed; however, if you select *1* in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.


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