At Risk

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At Risk

Registration > Maintenance > Student Enrollment > At Risk

This tab allows you to view and update information related to a student's At Risk status.

The Set Student At Risk Indicators utility can be run to set 9 of the 13 At-Risk criteria (listed in parentheses below) and the **At Risk** field. See online Help for the utility for more information.

Refer to the TEDS for complete descriptions of the PEIMS At Risk indicators (E0919).

The At Risk tab is not available until you retrieve a student on the Student Enrollment page. For a new student, you must enter and save all required data on Demo1 before proceeding to this tab.

Update data:

At Risk	Select if the district has determined that the student is at risk of dropping out of school.
	At least one **PEIMS At-Risk Criteria** must be selected.
	NOTE: If this indicator is cleared but the student has at least one At-Risk criteria selected, the field will be automatically re-selected when you save. An error message will be displayed, and you will need to click **Save** again.

PEIMS At Risk criteria	☐ Under **PEIMS At Risk criteria**, select the student's At-Risk indicators.
	1. Not promoted - The student was not advanced from one grade level to the next for one or more school years. If **Last Grade Failed** has a value, the field is selected. (Set by the utility.)
	2. Avg <70 - The student is in grade level 07, 08, 09, 10, 11, or 12 and did not maintain an average equivalent to 70 in two or more subjects in the preceding or current school year. (Set by the utility.)
	3. Below Perf. - The student did not perform on an assessment instrument at a level equal to at least 110 percent of the level of satisfactory performance. (Set by the utility.)
	4. Failed Test - The student is in grade level PK, KG, 01, 02, or 03 and did not perform satisfactorily on a readiness test administered during the current school year. (Not set by the utility.)
	5. Preg/Parent - The student is either pregnant or is a parent. (Set by the utility.)
	6. DAEP (TEC37.006) - The student was placed in an alternative education program during the prior or current school year. (Set by the utility.)
	7. Expelled (TEC37.007) - The student was expelled during the prior or current school year. (Set by the utility.)
	8. On Parole, Probation, Deferred Proc., Other Release (Not set by the utility.)
	9. Previous PEIMS Dropout - The student was previously reported through PEIMS to have dropped out of school. (Not set by the utility.)
	10. Emergent Bilingual - (display only) The student is emergent bilingual. The indicator is set by updating the **EB Cd** on the Bil/ESL tab. (Set by the utility.)
	11. In Dept Family Protective Svcs - The student is in the custody or care of the Department of Family and Protective Services or has, during the current school year, been referred to the department by a school official, officer of the juvenile court, or law enforcement official. The indicator is set by updating the **Foster Care** field on the Demo1 tab. It is reset by Move to Grade Reporting or can be reset manually.
	12. Homeless - The student is homeless. (Set by the utility.)
	13. Residential Placement - During the prior school year or current school year, the student has resided in the preceding school year or resides in the current school year in a residential placement facility in the district, including a detention facility, substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, cottage home operation, specialized child-care home, or general residential operation. (Not set by the utility.)
	14. Incarc./Parent Incar. (Not set by the utility)
	15. Dropout Recovery School (Not set by the utility.)
	16. Chronically Absent (TEC, 48.009) (Not set by the utility.)
	17. 10+ Unexcused Abs/6mo (TEC 25.085/25.086) - is not exempt under TEC, §25.086, and fails to attend school without excuse for 10 or more days or parts of days within a six-month period in the same school year. (Not set by the utility.)
	Ind Select **Ind** for the criteria that indicates whether a student is currently identified as "at-risk" of not meeting standards or dropping out of school using state-defined criteria (TEC §29.081, Compensatory and Accelerated Instruction).
	Doc Select for each indicator if documentation exists in the student's At-Risk folder.

Last Grade Failed	Select the last grade level the student failed. This field is set by the Set Student At Risk Indicators utility.
Last Year Failed	Type the four-digit year when the student was last retained in a grade level. This field is set by the Set Student At Risk Indicators utility.
Non PEIMS District Codes	The labels (i.e., field descriptions) for the following fields are displayed according to the descriptions entered on Maintenance > District Profile > Tables > Local Use Codes. The district defines the codes and how they are used. You may be required to enter data in these fields if indicated on the Local Use Codes tab. **IMPORTANT:** Be consistent in using the beginning or ending year of the school year.

	User #- Char #	The first two fields allow one-character. The next two fields allow three characters. The last field allows eight characters.

Click **Save**.

Comments	View or add comments. Click to view or add comments about the student. The Comments window opens. If comments exist for the student, an exclamation mark is displayed on the button and it is outlined in red.
Hist Directory	Retrieve a student enrolled in a prior school year. From all Registration > Maintenance > Student Enrollment tabs, you can click **Hist Directory** to open the Historical Directory, which is used to search students who were enrolled in a prior school year and select a student for re-enrollment. Enter data in one or more of the following fields, or leave all fields blank.

Last Name	Type all or part of the student's last name to retrieve students whose last name *begins with* the letters you have typed.
First Name	Type all or part of the student's first name to retrieve students whose first name *begins with* the letters you have typed.
Stu ID	Type all or part of the student's ID to retrieve students whose ID *begins with* the characters you typed.
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
SSN	Type all or part of the student's social security number to retrieve students whose SSN *begins with* the characters you typed.

All except the **SSN** field are autosuggestion fields. As you begin typing, a drop-down list displays students whose data begins with the numbers or characters you have typed. From the drop-down list you can select the student.

Click **Search**. The students who meet the criteria entered are displayed. The records are sorted ascending by last name and first name, and then descending by year.

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If there are multiple pages, page through the list.
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The list can be re-sorted.
You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending ⊠ or descending ⊠ order.

The list include enrollment records from the current year and previous years.
• A blue link indicates a student who is not currently enrolled and can be re-enrolled.

• A black link indicates a student who is currently enrolled; these students cannot be re-enrolled.

• **You can only click a row for the most recent year the student was enrolled**; records for earlier school years are not hyperlinked.

When you locate the student you want to re-enroll, click either the student ID or school year.

• If the student's latest enrollment is in the current school year, a message indicates that the student is currently enrolled. Click **OK**.

• If the student was last enrolled in a previous school year, a warning message prompts you to confirm that you want to re-enroll the student in the current year. Click **Yes**, and the Student Enrollment page opens allowing you re-enroll that student.

Click **Cancel** to return to the previous page without selecting a student.

Bus Info	View or update the student's bus information. **Eligible** Indicate the student's eligibility to ride the school bus. **Seat** Type the school bus seat assigned to the student, up to three characters. The following fields are user-defined:

Route	Type the code indicating the student's bus route, up to three characters.
Run	Type the one-character run number of the student's bus route. Typically, each bus route consists of several runs.
Pickup Stop	Type the code identifying the bus stop where the student is picked up for school, up to six characters.
Dropoff Stop	Type the code identifying the bus stop where the student is dropped off from school, up to six characters. Leave blank unless you maintain both pickup and dropoff stop information.
Pickup Assgnd	Type a one-character code indicating if the student's pickup bus stop is assigned.
Dropoff Assgnd	Type the one-character code indicating if the student's drop-off bus stop is assigned.
Pickup Route	Type the code identifying the student's bus route when he is picked up for school, up to six characters. Leave blank unless the **Pickup Route** is different from **Route** and you maintain both pickup and drop-off route fields.
Dropoff Route	Type the code identifying the student's bus route when he is dropped off from school, up to six characters. Leave blank unless the **Dropoff Route** is different from **Route** and you maintain both pickup and drop-off route fields.
Special Education	These fields display information from the Special Education application if applicable. The data can be updated on Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information under **Related Services**.

	Transportation	The field indicates if the student is eligible for special education transportation.
	Special Seating	The field is selected if the school provides the student any special chairs or seating equipment.
	Wheelchair	The field is selected if the student uses a wheelchair.

The Student Bus Information report (SRG1300) provides a list of the bus transportation information entered for each student.
The button does not appear until you retrieve a student on the Student Enrollment page.

⊕ Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.

Documents	View or attach supporting documentation.

Document Attachments

The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Student system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

Document Attachment-enabled pages:

Application	Menu
Attendance	Maintenance > Student > Student Inquiry (read-only access) Maintenance > Student > Student Posting > By Individual
Discipline	Maintenance > Student > Inquiry (read-only access) Maintenance > Student > Maintenance > Maintenance
Grade Reporting	Maintenance > Student > Individual Maint
Health	Maintenance > Student Health
Registration	Maintenance > Student Enrollment
Test Scores	Maintenance > Individual Maintenance

Document types by folder and application:

File Extention	Folder	Document Type
Attendance	Attendance	Notes
Attendance	Attendance	Other
Discipline	Incidents	Other
Grade Reporting	Grade Reporting	IPR
Grade Reporting	Grade Reporting	Report Card
Grade Reporting	Grade Reporting	Transcript
Health	Student Health	Acanthosis
Health	Student Health	Food and Allergy
Health	Student Health	Hearing
Health	Student Health	Immunization
Health	Student Health	Other
Health	Student Health	Physical Exam
Health	Student Health	Spinal
Health	Student Health	TB
Health	Student Health	Vision
Registration	Demographic	Birth Certificate
Registration	Demographic	Chemical Abuse Participation
Registration	Demographic	Directory Form
Registration	Demographic	Employment Survey
Registration	Demographic	Entry/Withdrawal
Registration	Demographic	McKinney-Vento
Registration	Demographic	Other
Registration	Demographic	Proof of Residence
Registration	Demographic	SSN Card
Registration	Bilingual/ESL	Other
Registration	Local Programs	Other
Registration	PRS	Other
Registration	Special Education	Other
Test Scores	Test Scores	College Assessments
Test Scores	Test Scores	Other
Test Scores	Test Scores	State Assessments

List of permissible file types:

Maximum file size: 10MB

File Extention	Folder
.doc	application/msword
.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document
.gif	image/gif
.jpeg	image/jpeg
.jpg	image/jpeg
.pdf	application/pdf
.png	image/png
.pps	application/vnd.ms-powerpoint
.ppt	application/vnd.ms-powerpoint
.pptx	application/vnd.openxmlformats-officedocument.presentationml.presentation
.tif	image/tiff
.tiff	image/tiff
.txt	text/plain
.xls	application/vnd.ms-excel
.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

Upload or view documents:

❏ Under **Document List:**

Application	The application you are currently logged on to is displayed (e.g., Test Scores).
Folder	In some applications, you must select the folder for which you want to view or attach a document: • Different types of documents must be uploaded to specific folders. • Changing the folder will change the document type options in the **Select Type** field. Some applications only have one folder, so no selection is necessary.
Select School Year	Select the school year for which you want to view documents. Student documents are stored by year.

Existing documents are displayed according to specified criteria.

❏ Under **Document Upload:**

Select File to Upload	Click **Choose File**. Locate and select the document on your computer or network. The file name is displayed next to **Choose File**. **Note**: Files cannot be larger than 10MB or empty.
School Year	Select the school year for which you want to view documents. Student documents are stored by year.
Select Type	Select the type of document you are uploading. The list varies according to your selection in the **Folder** field.
Description	Type an optional description of the document. **Note**: The description cannot be longer than 255 characters.

Upload File	Click to upload the file for the student. The document is listed in the **Document List** section. The date-time stamp and user ID display the date and time the document was uploaded, and the user ID of the user who uploaded the document.

Any changes made in the Document Options window are saved when you close the window.

Type	Click the link in the **Type** column to download the file to your PC to view it.
Choose File	Click again to add another document, and repeat the steps for uploading a document.
🗑	Click to delete the document from the student's record. You are prompted to confirm that you want to delete the document.

NOTES Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.

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