

## Using PowerSchool's At Risk Report

*Purpose: The At Risk Report provides a listing of courses, sections, and grades associated with students who are currently at risk of failing for the current term. This information allows administrators and teachers to take a proactive approach prior to the end of term and ensures student accountability.*

### Indicators

- Attendance
- Grades

### How to Run the At Risk Report

1. On the start page, choose *System Reports* from the main menu. The *Reports* page appears.
2. On the System tab, click *At Risk*. The *At Risk Report* page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to choose the attendance recording methods for which you want to run this report: <ul style="list-style-type: none"><li>• <b>Daily</b></li><li>• <b>Meeting</b></li><li>• <b>Time</b></li></ul>
Students to Include	Indicate which students you want to run the report for: <ul style="list-style-type: none"><li>• Choose <b>The selected [x] students only</b> to run the report for students in the current selection enrolled in the specified date range.</li><li>• Choose <b>All students</b> to run the report for all students in the current school enrolled in the specified date range.</li></ul>
Attendance Codes	Select the attendance codes for which you want to scan, or select <b>ALL CODES</b> . To select multiple attendance codes, press and hold <b>COMMAND</b> (Mac) or <b>CONTROL</b> (Windows) as you click each of the attendance codes you want to scan.
Reporting Segment or Begin Date and End Date	Select which date range to use for this report: <ul style="list-style-type: none"><li>• <b>Reporting Segment:</b> Choose a reporting segment from the pop-up menu.</li><li>• <b>Begin Date and End Date:</b> Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the</li></ul>

	date field is submitted as a blank entry. <b>Note:</b> The date must fall within the selected school year term.
Data to be Filled	In this section, select the checkbox next to the following filter field to save the settings as defaults. From the pop-up menu, choose <b>Set All</b> to select all checkboxes and <b>Reset All</b> to remove all checkboxes next to the fields below.
Use Attendance Report Query	Select the checkbox to use Attendance Mode and Attendance Codes to query students for the report.
Enter the minimum number of occurrences of the above selected Attendance Codes	Enter a number to indicate the fewest instances of the selected Attendance Codes to display in the report.
Use Grades Report Query	Select the checkbox to use the three grade fields listed below to query students for the report.
Select the final grade type	Choose the applicable grade type from the pop-up menu: <ul style="list-style-type: none"> <li>• <b>Stored</b></li> <li>• <b>Current</b></li> </ul>
Enter the minimum number of classes with failing grades	Enter the minimum number of classes with failing grades to display on the report.
Enter a comma-delimited list of Letter Grade values.	Enter the letter grade value, followed by a comma, such as <b>D, F</b> .
Use Discipline Report Query	<b>RUN AS A SEPARATE REPORT</b>
# of Discipline actions per student	<b>RUN AS A SEPARATE REPORT</b>
Discipline incident subtype to include	<b>RUN AS A SEPARATE REPORT</b>

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

**Note:** Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data needed and is formatted properly, print it from this page or save it to another application.