

Attendance Works Risk Indicators

Absence is a lost learning opportunity; the more absences, the more significant the impact is on a student's success. Chronically absent students are more likely to fall behind and less likely to graduate from high school. Therefore, the first step in addressing chronic absenteeism is seeing the data to educate parents and students and help those students develop good attendance habits.

We have developed an Attendance Works Risk Indicator for our [School Attendance Tracking Tool - Student Data Grids](#).

Attendance Works has partnered with Applied Survey Research to develop self-calculating spreadsheets ([District and School Attendance Tracking Tools](#)) to help school districts explore their data at the building, grade, and individual student levels. These spreadsheets contain thresholds of risk for students. We have used these thresholds in the Attendance Works Risk Indicator.

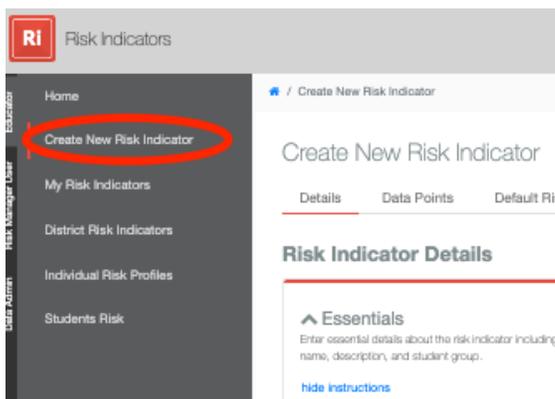
Attendance Works Risk		
Risk Status	Student Count	
Satisfactory (<5%)	6001	83.93%
At-Risk (5%-9.99%)	913	12.77%
Moderate Chronic (10%-19.99%)	210	2.94%
Severe Chronic (>=20%)	24	0.34%

District and School Attendance Tracking Tools

- Satisfactory attendance: Missing less than 5% of total school days
- At-risk attendance: Missing 5-9.99% of total school days
- Moderate chronic absence: Missing 10 -19.99% of total school days
- Severe chronic absence: Missing 20% or more of total school days

CREATE A NEW RISK INDICATOR

Create New Risk Indicators, found in the left-hand column of the Risk Indicator Application.



Fill in the following information:

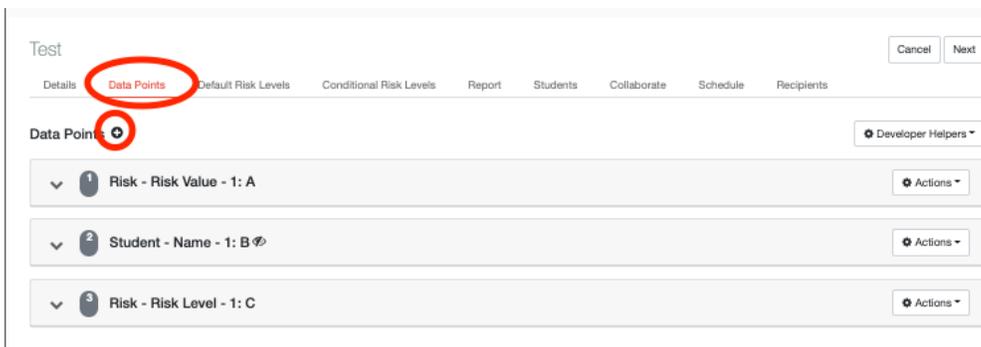
- **Name:** Attendance Works Risk
- **Description:** Attendance Works / Applied Survey Research Risk Thresholds For Chronic Absence
- **Student Groups:** Click the **Select** button. **Select Current School Year.** Click the **Shared Groups** button. Choose **All Students.** Click the **Add Student Groups** button on the top right.
- **Student Filtering Instances** (optional)
- **Set Schedule:** Click **Select.** Select Daily from the drop-down menu in the **Schedule Type** box. Leave the time set to **8 am.** This sets a procedure to update the Risk Indicator daily at 8 am. It is crucial that this indicator, since it is for Attendance, be updated daily. Click **Set Schedule.**
- **Day of the Month to Take Snapshot:** (optional)
- **Is Secure:** leave this box checked. This will ensure that users will only see student data for those they have permission to see.
- **Is District Level:** Check this box. This will enable all users to see the risk indicator under District Risk Indicators in the Risk Indicator Application and allow them to see this as an option in the Homeroom Risk Viewer.
- **Include as Student Download Option in Homeroom:** Check this box if you would like end users to have the option to see and download the risk level of students in the Homeroom download options.
- **Display on Student Profile in Homeroom:** Check this box if you want end users to see a student's risk level on their profile in Homeroom.

Click the **Save and Continue** option from the drop-down menu of the **Save** button.

DATA POINTS TAB

Data points of School, Grade Level, and, most notably, the Sum of Effective Daily Absence will be added.

Click **Data Point Tab** and then the **Data Point Add Action '+'**



The screenshot shows a web interface for configuring a risk indicator. At the top, there are tabs for 'Details', 'Data Points', 'Default Risk Levels', 'Conditional Risk Levels', 'Report', 'Students', 'Collaborate', 'Schedule', and 'Recipients'. The 'Data Points' tab is selected and highlighted with a red circle. Below the tabs, there is a 'Data Points' section with a '+' icon and a 'Developer Helpers' dropdown. Three data points are listed:

- 1 Risk - Risk Value - 1: A
- 2 Student - Name - 1: B
- 3 Risk - Risk Level - 1: C

Each data point has an 'Actions' dropdown menu.

Look for the **Student** header and Click **Current Predominant School**.

- Student
- Name 
 - Student Email Address
 - SSID
 - Student Other Id
 - Student External Id
 - Age
 - Birthdate
 - Date of Initial US Enrollment
 - Days Since Initial US Enrollment
 - Current Grade Level
 - Current Address
 - Current Predominant School **
 - Student Attributes
 - Student School Year Attributes
 - Student Category
 - Expected Year of Graduation
 - Graduation Requirements Base Year

This will add a row titled **Enrollments-Current Predominant School**. Find the row and click the gear **Actions** icon to the right >**Configure**.

▼  Enrollments - Current Predominant School - 1: D

 Actions ▼

 Configure

 Delete

Uncheck the box next to **School**, check the box next to **School Abbreviation**, and in the **Styles** box, type **Current School** in the Column Heading Label box. (There are further optional actions under styles) Click the **Save** Button.

✓ Save ✕

Column: Student Current Predominant School

Columns to Include:

School

School Abbreviation

School Abbreviation Column Heading (optional)

Current School

 Styles

School OSPI Code

Click [Save](#) again. Next, click the **Add data point** '+', look for the **Student** header and click **Current Grade Level**.

Student

- Name 
- Student Email Address
- SSID
- Student Other Id
- Student External Id
- Age
- Birthdate
- Date of Initial US Enrollment
- Days Since Initial US Enrollment
- Current Grade Level**
- Current Advisor
- Current Predominant School 
- Student Attributes
- Student School Year Attributes
- Student Category
- Expected Year of Graduation
- Graduation Requirements Base Year

This will have added two rows titled **Enrollments - Current Grade Level** and **Current Grade Level Ordinal**.

▼  Enrollments - Current Grade Level - 1: E	 Actions ▼
▼  Enrollments - Current Grade Level Ordinal - 1: F	 Actions ▼

Click **Add Data Point** '+' look for the **Behaviors** header, and click **Daily Attendance**.

Behaviors

- Yearly Attendance
- Daily Attendance**
- Attendance Detail
- Incident Counts
- Health Log Count
- Health Conditions
- Referral Count

This will open a new window called **Column: Daily Attendance**. Click **Set Time Span** and select **In the Last** from the drop-down menu. Input **180** and select **School Days** from the drop-down menu. Check the box **Limit to current year**. This will allow the risk indicator to continue to function year after year.

Column: Daily Attendance

Set Time Span (optional)

In the Last... ⌵

In the last... ⌵ Limit to current year

Schools (optional)

Aggregate Used for Ordering (optional)

Select the **Sum of Effective Daily Absence**.

Columns to Calculate

Sum of Effective Daily Attendance
 Sum of Effective Daily Attendance Column Heading (optional)

Sum of Effective Daily Absence
The sum of the effective daily absence for each element, subject to the calculation method given in the configuration

Sum of Effective Daily Excused Absent

Click [Save](#). This will have added a row titled **Behaviors - Sum of Effective Daily Attendance**.

⌵ 6 Behaviors - Sum of Effective Daily Attendance - 1: F

Click [Save](#) again to save all the data points.

Click and drag **Student - Name** to the 1st position, **Enrollments - Current School** to the 2nd position, and **Enrollments - Current Grade Level** to the 3rd position. Putting the data points in this order will put the columns of data in this order in the report view and in the spreadsheet that can be downloaded.

Now find **Risk - Risk Value**, click the arrow to the left to update the **Sort** order to **-1**, and use the drop-down menu as **descending**. This will order the data in the report and spreadsheet by the Risk Value descending, which means the students with the most risk will be at the top of the detailed list.

The Risk Indicator should now look like this:

▼ 1 Student Name - Name - 1: A
⚙️ Actions ▼

▼ 2 Enrollments - Current School - 1: B
⚙️ Actions ▼

▼ 3 Enrollments - Current Grade Level - 1: C
⚙️ Actions ▼

▼ 4 Enrollments - Current Grade Level Ordinal - 1: D
⚙️ Actions ▼

▲ 5 Risk - Risk Value - 1: E
⚙️ Actions ▼

Ⓔ Risk Value
Sort
-1
Descending ▼

▼ 6 Risk - Risk Level - 1: F
⚙️ Actions ▼

▼ 7 Behaviors - Sum of Effective Daily Attendance - 1: G
⚙️ Actions ▼

Click [Save and Continue](#) from the [Save](#) drop-down menu.

DEFAULT RISK LEVELS TAB

Click the **Default Risk Levels** Tab and the **Setup Risk Levels** button to set up the levels of risk utilizing the Attendance Works levels below. You can add a new row by clicking on the right-hand **Add '+'**

Click [Save and Continue](#) from the [Save](#) drop-down menu. The **Conditional Risk Levels Tab** can be skipped.

Details
Data Points
Default Risk Levels
Conditional Risk Levels
Report
Students
Collaborate
Schedule
Recipients

Name / Label	Color	Min	Max	Numerical Equivalent	Indicates Risk	
Satisfactory(,5%)	■ Green Light ▼	0	8.9999	0	<input type="checkbox"/>	🗑️ +
At-Risk (5%-9.99%)	■ Yellow ▼	9	17.999	1	<input checked="" type="checkbox"/>	🗑️ +
Moderate Chronic (10%-19.99)	■ Orange ▼	18	35.999	2	<input checked="" type="checkbox"/>	🗑️ +
Severe Chronic(>=20%)	■ Red ▼	36	3000	4	<input checked="" type="checkbox"/>	🗑️ +

Name/Label	Color	Min	Max	Numerical Equivalent	Indicates Risk
Satisfactory (<5%)	Green Light	0	8.9999	0	
At-Risk (5%-9.99%)	Yellow	9	17.999	1	Yes
Moderate Chronic (10%-19.99%)	Orange	18	35.999	2	Yes
Severe Chronic (>=20%)	Red	36	3000	3	Yes

Click **Save and Continue** from the **Save** drop-down menu.

The **Conditional Risk Levels Tab** can be skipped. Click **Next** in the top right-hand corner.

REPORT TAB

Click **Reload Risk Indicator** button at the bottom of the page; this will calculate the risk for the group of students chosen on the details tab. Depending on the size of the student group, this may take some time. The **Current Status** will update regularly until done, or you can click the **refresh** button to see the most current status. Do not click the **Reload Risk Indicator** button a second time, as this will restart the process.

Student Groups *
Select 1 ▾

View Type (optional)

Risk Columns Only ▾

Remove Withdrawn Students

Include Student Download Options

Student Download Options (optional)

Choose Selections

File Name (optional)

Email Override (optional)

Send Spreadsheet Report

If the status is not "Completed", you will need to "Reload the Risk Indicator" to receive data.

Reload Risk Indicator

Current Status:

refresh

Once the **Current Status = Completed**, click the **Next** button in the top right-hand corner.

STUDENTS TAB:

Click the 'Load Preview' button to see the **Indicator Details for Risk Columns Only**. As noted above the columns are in order with Name, School, and Grade Level coming first, and ordered by Risk Value with the students with the highest risk at the top of the list.

Student Groups ^{*}

Select 1 ▾

View Type (optional)

View Indicator Details ⇅

Detail Level (optional)

Risk Columns Only ⇅

Fullscreen View

Load Preview

Download

Student	Enrollments		Risk	
Name ⇅	Current School ⇅	Current Grade Level ⇅	Risk Value ▾	Risk Level ⇅
Wieburg, Denis A.	Black Peak	10	57	Severe Chronic (>=20%)
Go, Gene A.	Black Peak	10	52	Severe Chronic (>=20%)
Lasher, Margarita A.	Black Peak	9	52	Severe Chronic (>=20%)
Pollock, Raine A.	Skagit	1	50	Severe Chronic (>=20%)
Leek, Jerrett A.	Black Peak	11	48	Severe Chronic (>=20%)
Hubner, Boe A.	Black Peak	11	48	Severe Chronic (>=20%)
Joaquin-Morales, Zade A.	Black Peak	10	44	Severe Chronic (>=20%)
Heitt, Bella A.	Wahkiakum	3	44	Severe Chronic (>=20%)

Choose 'View Indicator Summary' and click the 'Load Preview' button

Student Groups ^{*}

Select 1 ▾

View Type (optional)

View Indicator Summary ⇅

Fullscreen View

Load Preview

Download

Attendance Works Risk		
Risk Status	Student Count	
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