



Early Warning Indicators Application

A guide to view students who are at-risk of dropping out

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VERSION 01.01

Oklahoma State Department of Education

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1 – Introduction

With a national high school graduation rate, hovering around 70 percent, far too many of the nation’s students are falling through the cracks of the education system and leaving high school without the skills necessary for success in college, work, and life. Research has shown that certain academic factors or “early warning indicators” can help predict whether or not a student is likely to drop out of school. This knowledge puts power in the hands of the educators to strategically focus on the academic factors of success they can positively impact.

By preventing students from falling through the cracks and ensuring they receive the appropriate level of attention, instruction, engagement, and support needed to succeed in their classes, educators can give every student the chance to graduate from high school prepared for college, the modern workforce, and life.

The Early Warning Indicators (EWI) Application explores the predictive power of early warning data and offers the information for educators to take the necessary steps in assisting these at-risk students to ensure they graduate. The overarching indicators that are used by EWI are: grades, assessments, graduation criteria, mobility, disciplinary actions, and attendance. Criteria have been placed for each of these categories to determine a student’s at-risk score.

1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and reviewing the EWI application.

1.2 - How to use this document

This document is intended to be a step-by-step guide for reviewing EWI data. To access successfully, follow the steps outlined in this document. For assistance with a specific section, identify the exact area in the Table of Contents and navigate to that section with a click of the mouse to follow the instructional steps. If you have any questions regarding this report, please contact the Office of Student Support 405.521.3301 for assistance. For IT related issues please contact the Statewide IT Service Desk 405.521.2444.

1.3 - How this document is organized

Section 1: Introduction

Section 2: Access to the Early Warning Indicators Application

Section 3: Viewing the Student Early Indicators Report

Section 4: Entering Intervention Notes

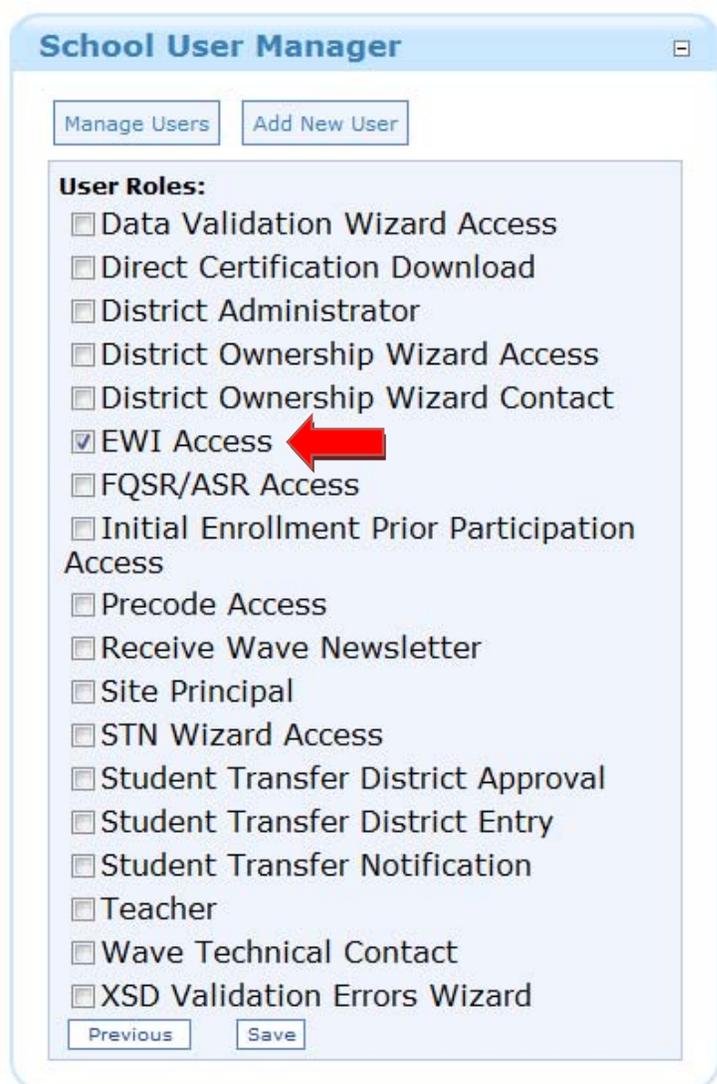
2–Access to the Early Warning Indicators Application

Access to the Early Warning Indicators (EWI) application is provided to a user by the District Superintendent or the District Administrator as designated by your District Superintendent. Users can be granted District Wide or Site Level access based on the Roles and Access Levels granted to them in the School User Manager module located under the District tab.

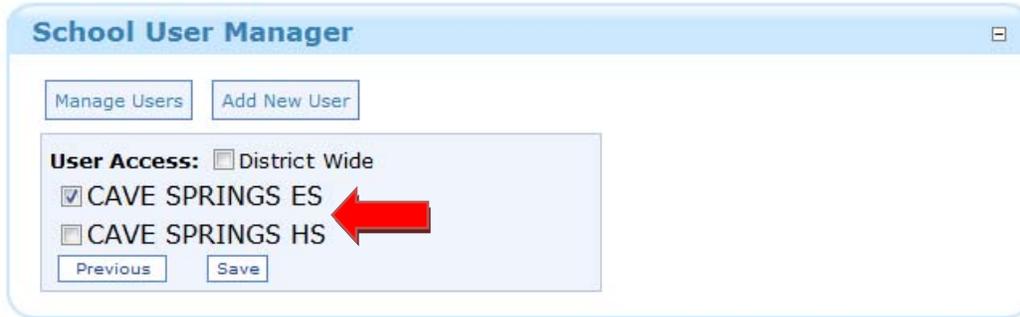
Also available is Teacher level access which is granted to certified staff at the teacher level. Teachers with the “Teacher” role and who are associated with their particular certificate number will only be able to view students who have enrolled in classes with them this year. Note: The teacher/student association is determined using data provided by your local Student Information System to the Wave.

2.1 District or Site Level Access

District Superintendents and Site Principals already have default access to the EWI application. Other users can be granted district or site level access by providing them with the “EWI Access” User Role.

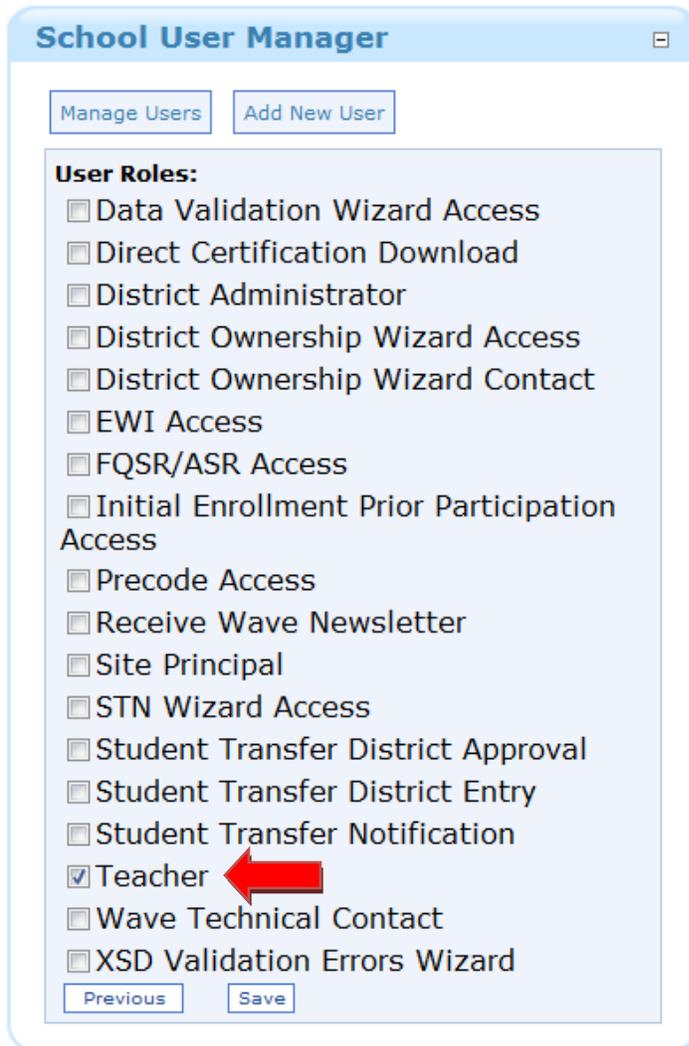


Access to the entire district or to specific sites is determined by the users Access Levels in the School User Manager application.



2.2 Teacher Level Access

Granting a Teacher access to the EWI for only students associated with them in the classroom setting can be done by providing the user with the "Teacher" role.



After providing the user the “Teacher” role the page following will prompt you to select from a list of teachers to associate this user account to. Note: This should be the teacher you are creating the account for. If you associated a user with a different teacher, they will be able to view data for the associated teacher. If the appropriate teacher is not available in the list, the data has not been provided to the Wave from your local Student Information System. Stop, you cannot associate the teacher to their students. You will need to work with your technology and Student Information System directors to send or correct the data being sent to the Wave for this particular teacher.

3 – View Student Early Indicators Report

This section provides a step-by-step process for viewing the Student At-risk Reports.

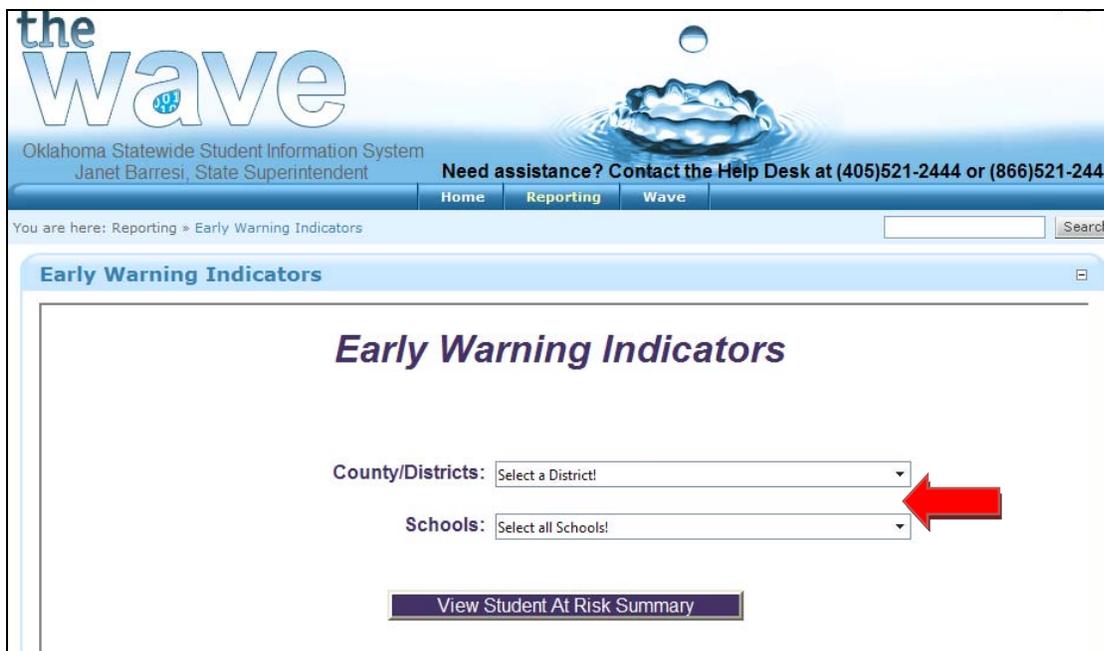
3.1 Go to the EWI Reporting page

To begin, go to *the Wave* Web site (<http://thewave.sde.state.ok.us/thewave>), log in and choose the “Reporting” tab. Under “Reporting,” choose “Early Warning Indicators.”



3.2 Select Your District and School

Depending on your access you may need to select the District and Site that you would like to view. For most this screen will be automatically populated based on your credentials and the sites you are allowed to view. After selecting the appropriate information select “View Student at Risk Summary”



3.3 Review At-Risk Summary Report

The summary report is a list of the students who are considered at-risk for the district/site you chose. This is a high level view that shows why they are considered at-risk. Below is a list of the columns that are viewable on this screen and their descriptions. The Risk Indicators are broken down into specific timeframes: Semester 1 –the first day of school to the end of the first semester; Semester 2 – from the beginning of the second semester the end of school; Year – from the beginning of the school year to the last day of school. If a student is being indicated as at-risk the item(s) that they are being indicated are highlighted in red.

Student At-Risk Summary

[Back to Main](#)

NOTE:

- This screen **ONLY** displays students that meet the criteria for **AT-RISK** for this school year.
- Valid risk indicators have a ****** in front and are highlighted in **red**.
- Assessment Legend is: Unsatisfactory **(1)**, Limited Knowledge **(2)**, Proficient **(3)**, Advanced **(4)**
- Click on a student's name to proceed onto the Student Details page.
- Please [click here](#) to submit feedback or comments.

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Select a Student	Grade	District/School	Scheduled Graduation Year	Risk Indicators: Semester 1							Risk Indicators: Semester 2							Risk Indicators: Year								
				Attendance	Core Courses	Other Courses	# of Credits	GPA	Disciplinary	Mobility	Assessment	Attendance	Core Courses	Other Courses	# of Credits	GPA	Disciplinary	> Mobility	Assessment	Attendance (≥ 10%)	Core Courses (≥ 1)	Other Courses (≥ 2)	# of Credits (< 5)	GPA (≤ 2.5)	Disciplinary (> 4)	Mobility (> 4)
BATALI, MARIO	05	781001105	2015	*10.00	0	0	0.00	0.00	0.00	1.00	0	4.00	0	0	0.00	0.00	0.00	0	*24.00	-	-	0.00	0.00	0.00	1.00	0
BROWN, ALTON	05	781001105	*2015	7.00	0	0	0.00	0.00	0.00	1.00	0	0.00	0	0	0.00	0.00	0.00	0	7.00	-	-	0.00	0.00	0.00	1.00	0
CHILD, JULIA	05	781001105	2015	*8.00	0	0	0.00	0.00	0.00	1.00	0	0.00	0	0	0.00	0.00	0.00	0	8.00	-	-	0.00	0.00	0.00	1.00	0
DEEN, PAULA	05	781001105	2015	7.00	0	*2	0.00	0.00	0.00	1.00	0	1.00	0	0	0.00	0.00	0.00	0	8.00	-	-	0.00	0.00	0.00	1.00	0
FIERI, GUY	05	781001105	2015	6.00	0	0	0.00	0.00	0.00	1.00	*2	0.00	0	0	0.00	0.00	0.00	0	6.00	-	-	0.00	0.00	0.00	1.00	0
LAGASSE, EMERIL	05	781001105	2015	*8.00	0	0	0.00	0.00	0.00	1.00	0	0.00	0	0	0.00	0.00	0.00	0	8.00	-	-	0.00	0.00	0.00	1.00	0
RAY, RACHEL	05	781001105	2015	*8.00	0	0	0.00	0.00	0.00	1.00	0	0.00	0	0	0.00	0.00	0.00	0	8.00	-	-	0.00	0.00	0.00	1.00	0

Column	Description
Student Name	Displays the name of only the students At-Risk.
Grade	The students' current grade level.
District/School	The students' District/School Code.
Scheduled Grad. Year	The students' scheduled graduation year based on their initial enrollment in public education or IEP. The student may be indicated at-risk if their age is two years greater than normal for their current grade.
Attendance	The aggregate count of absences for the specified timeframe. The student may be indicated at-risk if they were absent the first 20 days of the school year, or they missed 10% or more for the specified timeframe.
Core Courses	The number of D's and F's received by the student in Math and Reading for the specified timeframe. The student may be indicated at-risk if they received one or more D or F in these core courses.
Other Courses	The number of D's and F's received by the student in all other courses excluding Math or Reading for the specified timeframe. The student may be indicated at-risk if they received two or more D or F in these courses.
# of Credits	The aggregate count of credits the student has successfully completed since their 7 th grade year. This field may be blank if they have not yet completed 7 th grade. The student may be indicated at-risk if their count is less than or equal to 5.
GPA	The students' Grade Point Average as supplied by the school. The student may be indicated at-risk if their GPA is below 2.5.
Disciplinary	The cumulative number of in-school and out of school suspensions for the specified timeframe. The student may be indicated at-risk if they have received one or more out of school suspensions or three or more in-school suspensions.
Mobility	The number of times a student has changed schools during the specified timeframe. The student may be indicated at-risk if their count is greater than 4.
Assessment	The number of assessments the student has scored lower than proficient. The student may be indicated at-risk if they have received one or more assessment scores of lower than proficient.

3.4 View Student Detail Report

Each student’s name on the summary screen is click-able, once selected the Student Details report is presented with the specific student’s data for Demographics, Performance, Assessments, and Grades. If a student is being indicated as at-risk the item(s) that they are being indicated are highlighted in red.

Demographic Data		Performance Data						Assessment Data <i>(List: Goal) < Proficient</i>													
Last Name:	SMITH		F20	Q1	Q2	Q3	Q4	Overall	Grade (Assessment Year)	Reading	Math	Science	Social Studies	Writing	Algebra I	Algebra II	Geometry	English II	English III	Biology I	U.S. History
First Name:	JOHN	Attendance	0.00	*7.00	*6.00	2.00	0.00	15.00													
STN:	1234567890	Disciplinary (In School)	-	0.00	0.00	0.00	0.00	0.00													
Gender:	Male	Disciplinary (Out of School)	-	0.00	0.00	0.00	0.00	0.00													
Age:	17	Mobility	-	1.00	0.00	0.00	0.00	1.00	PK	-	-	-	-	-	-	-	-	-	-	-	-
Current Grade:	10th								K	-	-	-	-	-	-	-	-	-	-	-	-
ELL:	False								01	-	-	-	-	-	-	-	-	-	-	-	-
Title:	False								02	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed:	False								03	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed. Code:									04	-	-	-	-	-	-	-	-	-	-	-	-
Scheduled Graduation Year:	2014								05	-	-	-	-	-	-	-	-	-	-	-	-
									06 ('08)	*2	3	-	-	-	-	-	-	-	-	-	-
									07 ('09)	3	*2	-	-	-	-	-	-	-	-	-	-
									08 ('10)	3	3	-	-	-	-	-	-	-	-	-	3
									09	-	-	-	-	-	-	-	-	-	-	-	-
									10	-	-	-	-	-	-	-	-	-	-	-	-
									11	-	-	-	-	-	-	-	-	-	-	-	-
									12	-	-	-	-	-	-	-	-	-	-	-	-

Course Information				
Course	Start	End	Term	Grade
Core: Algebra II (4412)	08/15/2011	10/14/2011	FIRST NINE WEEKS	73/C
Core: Algebra II (4412)	10/17/2011	12/16/2011	SECOND NINE WEEKS	71/C
Core: AP English Language & Composition (4057)	08/15/2011	10/14/2011	FIRST NINE WEEKS	*62/D
Core: AP English Language & Composition (4057)	10/17/2011	12/16/2011	SECOND NINE WEEKS	*68/D
Core: Biology I (5031)	08/15/2011	10/14/2011	FIRST NINE WEEKS	70/C
Other: U.S. History (5410)	08/15/2011	10/14/2011	FIRST NINE WEEKS	70/C
Other: U.S. History (5410)	10/17/2011	12/16/2011	SECOND NINE WEEKS	82/B

Demographics Data:

The Demographics section presents the following: Students Name, Age, STN, Gender, Current Grade, ELL indicator, Title I indicator, Special Education eligibility indicator, the students Special Education code if applicable, and the students Scheduled Graduation Year. The only item that can be flagged from the Demographics data is the Scheduled Graduation Year. The students’ scheduled graduation year is based on their initial enrollment in public education or IEP. The student may be indicated at-risk if their age is two years greater than normal for their current grade.

Performance Data:

The Performance section presents information about the performance of the student based on attendance, disciplinary actions and mobility. Each are separated into specified timeframes, by hovering over the column headers it will show the dates that are included in that time frame. Based on the indicator criteria the appropriate at-risk indicators are highlighted in red.

Attendance shows the number of absences for the first 20 days of school, quarter 1 through 4 and the overall absences for the current school year. The student may be indicated at-risk if they were absent the first 20 days of the school year, or they missed 10% or more for the specified timeframe.

It shows the disciplinary actions through In-school and Out of School Suspensions for quarter 1 through 4 and the overall In-School Suspensions and overall Out of School Suspensions. The student may be indicated at-risk if they have received one or more out of school suspensions or three or more in-school suspensions.

It shows the mobility rate for quarter 1 through 4 and the overall number of times the student has switched schools throughout the school year. The student may be indicated at-risk if their count is greater than 4.

Assessment Data:

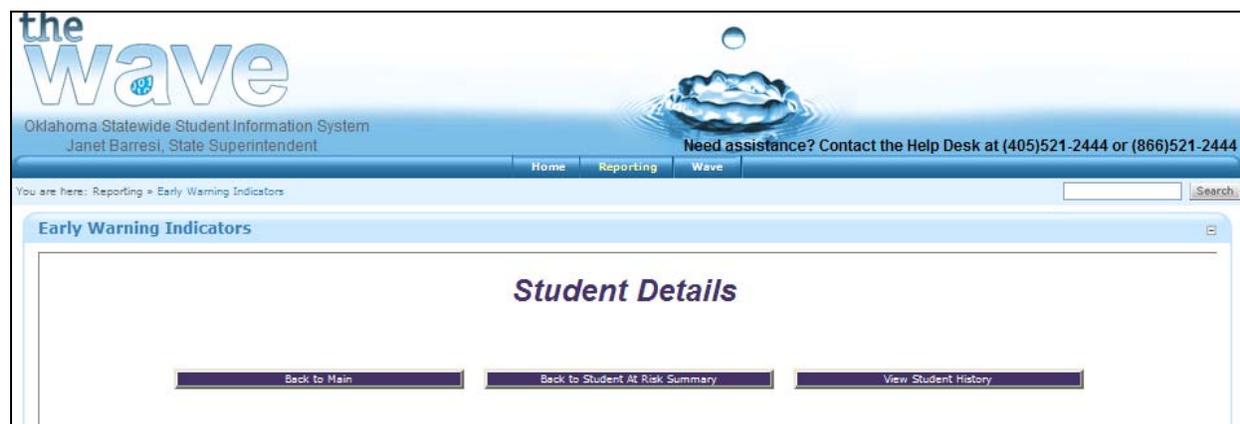
The Assessments section presents the score of the assessments taken throughout the student's history in public education from Pre-Kindergarten to Twelfth grade. Assessments are scored with the following scores 1 = Unsatisfactory, 2 = Limited Knowledge, 3 = Proficient, and 4 = Advanced. The student may be indicated at-risk if they scored less than proficient (1 or 2) on any assessment.

Course Information

The course information section shows a list of the courses the student has taken for the current school year, including the start and end date of the course, the term that the course was provided in and the grade marked as final for that course. Each course is marked as either Core or Other. Core courses include Math or Reading; other courses are all others excluding the core courses. The student may be indicated at-risk if a course grade is a D or F.

3.5 View Student History Report

From the Student Details Report the Student History can be viewed. This view shows the students history in a yearly aggregate count per grade by category. The at-risk indicators specified in section 2.3 also apply to this screen. By hovering over the Teacher Names column the student's teachers for that grade will be listed.



Student History

[Back to Main](#) [Back to Student At Risk Summary](#) [Back to Student Detail](#)

NOTE:

- The below information is a Yearly aggregate count per grade.
- Assessment Legend is: Unsatisfactory (1), Limited Knowledge (2), Proficient (3), Advanced (4)
- Valid risk indicators have a "M" in front and are highlighted in red
- Click on the Intervention Notes column to view the Intervention Notes page for that school year.
- Please note, data collection started at the 2011-2012 school year. Assessments data may go back an additional two years.146
- Please [click here](#) to submit feedback or comments.

Student Name: ALICIA DANIELSON

Current Grade: 7th

Age: 17

Grade (Assessment Year)	Performance								Assessment										Teacher Names					
	Attendance	Core Course - Math	Core Course - Reading	Other Course	# of Credits Earned	GPA	Disciplinary	Morbidity	Assessment - Math	Assessment - Reading	Assessment - Science	Assessment - Social Studies	Assessment - Writing	FOI - Algebra I	FOI - Algebra II	FOI - Geometry	FOI - English II	FOI - English III		FOI - Biology I	FOI - U.S. History	Intervention Note(s)		
PK	-	0	0	0	0	0	-	-																
K	-	0	0	0	0	0	-	-																
01	-	0	0	0	0	0	-	-																
02	-	0	0	0	0	0	-	-																
03	-	0	0	0	0	0	-	-																
04	-	0	0	0	0	0	-	-																
05	-	0	0	0	0	0	-	-																
06	-	0	0	0	0	0	-	-																
07	-	0	0	0	0	0	0.00	-																
08	-	0	0	0	0	0	-	-																
09	-	0	0	0	0	0	-	-																



4 – Entering Intervention Notes

This section provides instructions for entering Intervention Notes to remedy a student’s at-risk indicator.

4.1 Select the Grade for Intervention

From the Student History Screen intervention notes can be added for each grade level. Select the number in the Intervention Notes column.

Grade (Assessment Year)	Performance							Assessment											Intervention Note(s)	Teacher Names			
	Attendance	Core Course - Math	Core Course - Reading	Other Course	# of Credits Earned	GPA	Disciplinary	Mobility	Assessment - Math	Assessment - Reading	Assessment - Science	Assessment - Social Studies	Assessment - Writing	EOI - Algebra I	EOI - Algebra II	EOI - Geometry	EOI - English II	EOI - English III			EOI - Biology I	EOI - U.S. History	
PK	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
K	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
01	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
02	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
03	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
04	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
05	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
06	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
07	-	0	0	0	0	0	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
08	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
09	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
10	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
11	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-
12	-	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-

4.2 Add a New Note

Select the Add Note button at the bottom of the Intervention Screen. Select a type of intervention that was provided, begin and finish dates, frequency, the length of time for the intervention and what the outcome was from the intervention provided. Select Save to save the intervention notes to the students profile. Once an intervention note is created it cannot be deleted.

Intervention Provided: Choose an Intervention Provided Duration From Date: 2/23/2012 Duration To Date: 2/23/2012 Frequency: Length: Outcome:

- Choose an Intervention Provided
- ACE Intervention (prior to an EOI test)
- ACE Remediation (after a failed EOI test)
- Advancement Via Individual Determination (AVID)
- Alternative Education Academy enrollment
- Attendance monitoring
- Change of placement
- Check and Connect program
- Credit recovery courses
- GEAR UP
- Graduation Coach/Specialist program
- Home visitation
- IEP Team meeting
- Mentoring
- Other, please describe
- Parent/Guardian conference
- Peer mediation
- Peer tutoring
- Positive Behavioral Intervention and Supports
- Reading Instruction
- Response to Intervention (RtI)
- Special Education referral
- Tutoring

Intervention Type	Description
ACE Intervention (prior to an EOI test)	
ACE Remediation (after failed EOI test)	
Advancement Via Individual Determination	
Alternative Education Academy enrollment	Intervention where the student was enrolled into an alternative education academy in order to graduate.
Attendance monitoring	Intervention where the student's attendance was closely monitored
Change of placement	
Check and Connect program	
Credit recovery courses	Intervention where the student re-takes a class or takes another class to replace a failed credit.
GEAR UP	
Graduation Coach/Specialist program	Intervention where a meeting was set up with a graduation coach to assist the student in identifying their needs for graduation.
Home visitation	Intervention where the student home was visited.
IEP Team meeting	Intervention where the student's teachers meet to discuss their IEP situation.
Mentoring	Intervention where the student met with an educator one-on-one to discuss the proper strategy to get them on track.
Parent/Guardian conference	Intervention where the student's parent/guardian was brought in for a conference to make them aware of the situation.
Peer mediation	
Peer tutoring	Intervention where fellow students tutored the student at-risk.
Positive Behavioral Intervention and Support	

Reading instruction	
Response to Intervention (Rtl)	
Special Education referral	
Tutoring	
Other	

4.3 Review Intervention Notes

The Intervention Notes page will keep a log of all Intervention Notes added for a student. Once the note is created the outcome can be updated by selecting the Select statement in the first column for the corresponding note that needs to be updated.

Intervention Notes

[Back to Main](#)
 [Back to Student At Risk Summary](#)
 [Back to Student Detail](#)
 [Back to Student History](#)

NOTE:

- Once an entry has been saved the entry CANNOT be deleted by the user.
- Please [click here](#) to submit feedback or comments.

Student Name: **JOHN SMITH** Current Grade: 11th Age: 17

Export Table: [Excel](#) [PDF](#)

	Date	Person Logging Note	Intervention Provided	Duration	Frequency	Length	Outcome
Select	02/23/2012	Lea Mote	Mentoring	02/23/2012 to 02/23/2012	1 times per week	45 minutes sessions	The students math grade increased one letter grade and is now passing.

[Add Note](#) [Save](#)