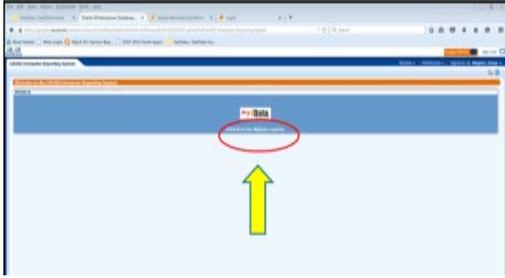
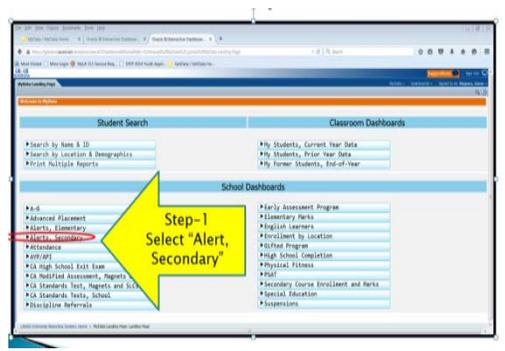
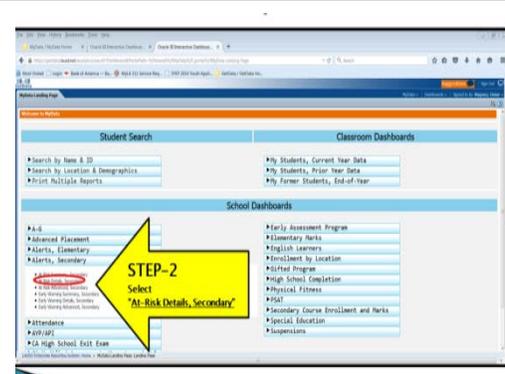


10 STEPS-How to generate “At-Risk Indicator’s Report” for Foster Youth Students

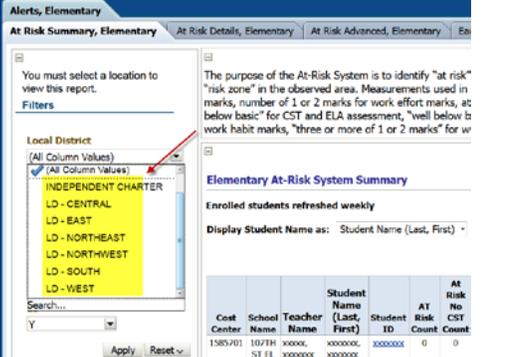
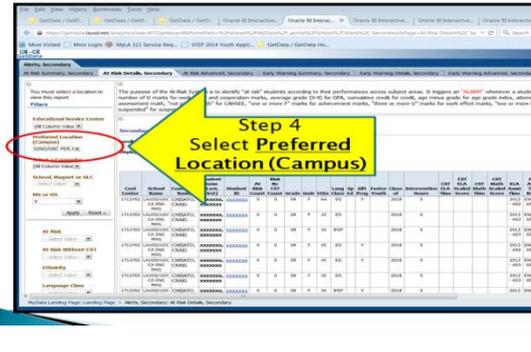
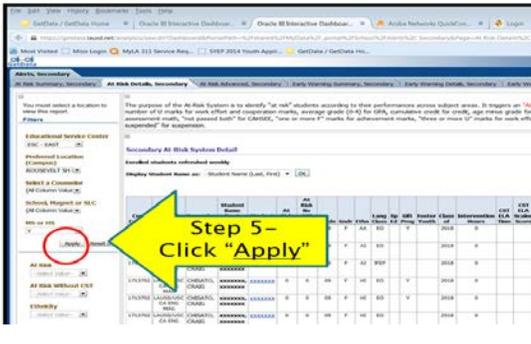
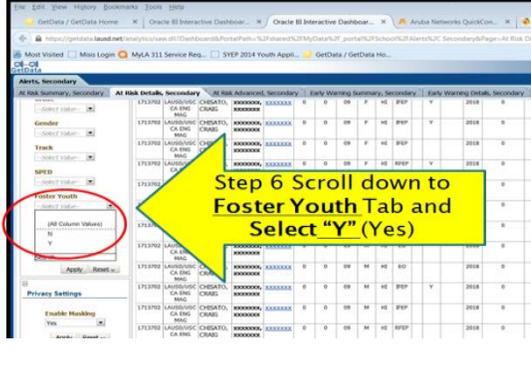
A. At-Risk System Summary

The **At-Risk Summary Report** displays at-risk indicators such as the student’s Attendance Rate, Times Suspensions, At-Risk Count, and Assessment score.

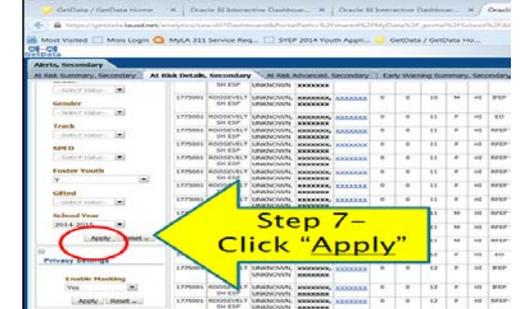
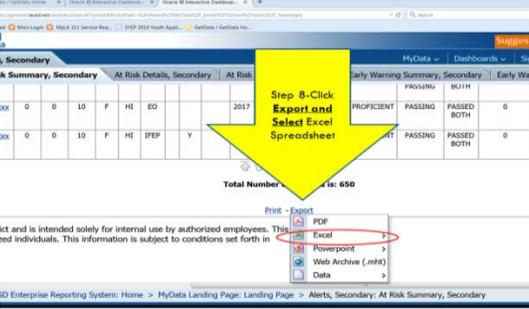
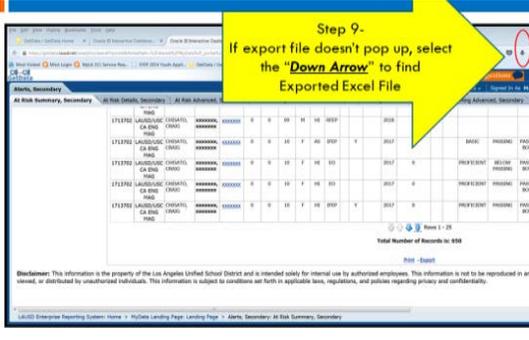
- B. The purpose of this alert system is to identify "at-risk" students according to their performances across subject areas. The report triggers an **"ALARM"** in **RED** whenever a student's performance falls into the "risk zone" in the observed areas. The Elementary roster lists seven at-risk indicators while the Secondary roster lists eleven at-risk indicators.
- C. Below are the step-by-step instructions on how to generate an “At-Risk Summary System Report” and how to convert into a “At-Risk Indicator Report” using an Excel spreadsheet.

Step #	Step	Icon/Link	Comments
	<p>Log in to http://mydata.lausd.net</p> 		<p>Use your LAUSD User Name and Password.</p> <p>Recommendation: Only use Firefox and remember to Bookmark the sign-in page for easy access</p>
	<p>Click here for MyData reports</p>		<p>This will take you to the MyData Landing Page</p>
1.	<p>Select “Alerts, Elementary or Secondary”</p>		<p>You can also select “Alerts, Elementary” to access the same reports, but for elementary schools.</p>
2.	<p>Select <u>“At-Risk Summary, Secondary or Elementary”</u></p>		<p>For more student info. You can also choose to select</p> <ul style="list-style-type: none"> • At-Risk Details, Secondary • At-Risk Advanced, Secondary • Early Warning Summary, Secondary • Early Warning Details, Secondary • Early Warning Advanced, Secondary

10 STEPS-How to generate “At-Risk Indicator’s Report” for Foster Youth Students

Step #	Step	Icon/Link	Comments
3.	Select “Local District”		Recommendation: By selecting Local District to extract school data, you can decrease the number of schools that show up on the drop down menu.
4.	Select <u>Prefered Location (Campus)</u> to choose school campus		You can only select one school at a time when running this report. However, you can combine (cut and paste) reports later from each school, if you want them all on one report.
5.	Click “Apply”		You must click APPLY for each filter box category in order for selections to take effect.
6.	Scroll down to Foster Youth Tab and Select “Y” (Yes)		<p>When selecting “Y” (Yes) on the Foster Youth Tab, only DCFS open cases will appear.</p> <p>Therefore, for VOLUNTARY cases you must go back and select “N” (No) and add (copy & paste) each individually.</p>

10 STEPS-How to generate “At-Risk Indicator’s Report” for Foster Youth Students

Step #	Step	Icon/Link	Comments
7.	Click “ Apply ”		Again, you must click “APPLY” for each filter box category in order for selections to take effect.
8.	Click Export and Select Excel Spreadsheet		
9.	Select the “ Down Arrow ” to download Exported Excel File		If export file doesn't pop up, select the “Down Arrow” to find and select exported Excel file.
10.	Click “ OK ” to Open Excel File	