Early Warning System Tool

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How to Use This Tool:

The Early Warning System tool automatically calculates high-yield indicators related to dropout such as those involving attendance, course failures, GPA, and on-track status and provides a report that shows which students are below the defined benchmark on each of the indicators.

The information generated by this tool is based on each school's readily available data that may be entered regarding student grades and attendance. The student data included in the worksheet are examples for demonstration purposes only and may be deleted.

To use the Tool:

• Enter school-level data in the "School Information" form.

• Enter student-level data in the "Student Information" form. These data only need to be input once and carry over to other screens.

• Enter semester one data in the appropriate table in the "Semester One Data" worksheet. The Tool then automatically calculates and displays in the "Semester One Automatic Calculations" table summary attendance measures (e.g., first 20 day absenteeism rate) for each student.

(Note, tables with shaded cells display data that has either been imported from another sheet, or calculated from data in the current sheet. Data does not need to be entered directly into these tables.)

• Enter semester two data in the "Semester Two Data" worksheet. Summary attendance statistics display in the "Semester Two Automatic Calculations" table.

• Finally, view the "Student Report" worksheet. The tables in this worksheet display multiple summary measures of risk per student, calculated automatically based on the data entered in the previous worksheets.

Note: Additional instructions and information may be found in the Early Warning Systems Guide, which explains the indicators found in this tool in greater detail.

The Early Warning Systems Guide may be accessed here.