

# REVISED

## Campus Procedures for Coding Students At Risk of Dropping Out of School

1. Refer to the State Definition of At-Risk Students to determine which students meet criteria for being coded at-risk in PEIMS.
2. There are four At-Risk Reports available to campuses: REG3235; REG3235\_elem; REG3235\_sec; REG3236. Descriptors of the information available in these reports follows:
  - REG3235 is a report designed for principals to have a concise list of At-Risk students on campus.
  - REG3236 is the report designed to show updates and changes to students' At-Risk status. Changes should be made in **red** to prevent eyestrain for the DP Clerks.
  - REG3235\_elem and REG3235\_sec provide teachers a list of At-Risk students in their class/es.
3. There are four Student Programs Reports available to campuses: REG3000\_elem; REG3000\_sec1; REG3000\_sec2; REG3000\_principal.
  - REG3000\_principal is a report designed to provide principals with a concise roster of all students and their special programs.
  - REG3000\_elem and REG3000\_sec are reports designed to provide teachers with special programs information for their students.
4. Campus staff will receive annual At-Risk training by mid-September.
5. Identification of At-Risk students will be complete **two weeks before** the fall snapshot date. The fall snapshot date is the last Friday in October.
6. At-Risk student information will be available on D2SC.