Fine Tuning Those Reports

Decision Ed is continually looking to improve, and one of the ways they excel is in their responsiveness to customer needs. Because YOU asked for it, here are some of the improvements made to current reports:

Report #LR000014 School—% Students Failing Core Course Student List: How do we check for those students failing one specific core course again. One way to do this for high school students is to compare their grade level and cohort year when filtering the failure report. On the optional selections screen of this report, the “graduation cohort year” selection has been added. If, for example, you want to find all Algebra 1 failures for students who are repeat 9th graders, you would select Algebra 1 for the course and then the 2021 cohort year (true 10th grade students) who are still classified as 9th grade (choose 9th in the optional selections for grade level). This gives you a list of those repeat 9th grade students who are failing Algebra 1.

Report #LR000092 School—Core Subject Only Average Numeric Mark Student List: In response to our newsletter last month which featured reports to help counselors identify potential summer school students, this request was made—identifying students with honors grades in the core courses only for National Honor Society eligibility. So this Report #LR000092 was made (which is a modification of Report #LR000071) that would only examine core courses.

Reports #LR000090 and #LR000091 School—Current Enrollment Student List for Primary Language and Student List by Teacher, Course, Section and Primary Language: These reports were featured in the fall, but bear repeating. The first report lets you pull a school’s current enrollment and displays their home language or even just filter for the students with the desired language. The second report lets you view all students in a selected course and shows their home language. For 2020 scheduling, this is a good crosscheck that students proficient in a language are in the correct level of rigor.

FOR DISTRICT USERS: We now have a district-level report that examines chronic absenteeism. Report #R001231 District—Attendance Percentage Analysis for Non-Mobile Students allows you to view the number and percent of students who have 90% or greater attendance and also the number and demographic breakdown of those students falling below 90% attendance for the district. Optional selections allow you to view only a particular grade level or campus and also to enter a number of days for mobility (typically 30 days). The School Report is #R000999.

Classroom Attendance

Take a look at your campus attendance rates by individual classrooms!

This is a great way to see which classes have the lowest or highest attendance rates—or even reward those classes who excel. Report #LR000074 School—Date Range Attendance % by Teacher, Course, and Section allows you to view the attendance rates by semester for each course and section for every teacher. Don’t forget the “Page down” links on the bottom, left-hand corner or you can just convert the report to a pdf for easier viewing.

Having trouble finding that document? When you select the drop-down menu in Decision Ed through the html icon, your document seems to disappear to a little box in the bottom, left-hand corner. Here’s how to fix that: Next time, before you open it, right click on that box and choose the “Always open files of this type” selection. Now your documents will automatically open for you—no magic words needed.
Keeping Your Eye on INCIDENTS & SUSPENSIONS

Campuses often want a quick way to monitor certain types of behavior and the number of suspensions—including both in-school and out-of-school suspensions. Sometimes it is difficult to know whether the data in these reports is reflecting the number of unique incidents, or maybe the number of incidents that only result in suspensions, or the count of days of suspension. Here’s an example: When there is an incident concerning a fight, there may be multiple students involved and yet, when reporting on the total number of fights in a school, you would only count the actual number of unique incidents, not the number of students with a fight on their record. So you need to carefully examine the data on each report to be sure you are understanding what it is reflecting.

Here are two report examples. Report #LR000020 School—Year Over Year Incident Counts by Grade Level: If you go to the optional selections and choose all the fight codes (they were labeled differently over the years, so capture all of the fight code variations), this report shows the total number of unique incidents in the bottom row. However, if you sum up each column, the totals do not match. That is because when incidents are disaggregated by grade level, some incidents may be linked to students in multiple grades, thus resulting in the incident being counted more than once. The bottom row, however, gives an accurate, unique incident count.

Now take a look at Report #LR000021 School—YTD Suspension Days & Incidents by Infraction and Grade Level. This is a great report with good detail on all suspensions, broken down by grade level. You can select out-of-school suspensions or in-school suspensions or both. The report displays the YTD incident counts and suspension days listed by the type of infraction. The total number of incidents here is NOT unique, but instead reflects the number of incidents that resulted in suspensions, and these incidents are duplicated across some grade levels. However, this report does give you great information about your total suspensions. The hyperlinked numbers allow you to drill down to specific students and incidents and review details.

DISTRICT USERS have two similar reports to view district-wide data: Report #LR000018 (Year Over Year) and #LR000019 (showing suspensions). Both of these reports show similar summaries, but are broken down by schools instead of grade levels. Both reports at this level DO show only unique incidents for the selected incident code(s). The second report also allows you to select specific schools or school types.