

This report will show you students who have met grades, attendance, & discipline criteria you enter.

## Running the At Risk Report

Run the At Risk report to find students with attendance, grade, or discipline issues. To run the report:

1. On the Start Page, click **System Reports > At Risk**
2. Select an Attendance Mode
  - Daily, if your school takes daily attendance
  - Meeting, if your school takes period attendance
3. Select which students to include
4. If searching for attendance problems, choose which attendance codes to include
5. Specify a date range
6. Use any or all of the three sub-sections of risks:
  - To enable Attendance, check **Use Attendance Report Query** and type the number of occurrences for the specified attendance codes a student needs to be considered "at risk"
  - To enable Grades, check **Use Grades Report Query**, choose the final grade type (either Current or Stored), and enter the number of failing grades and the grades  
  
Enter each grade that qualifies as failing, separated by a comma, for example, enter **D,D+,D- ,F,I**.
  - To enable Discipline, check **Use Discipline Report Query**, and select the number of discipline logs per student and the subtypes assigned to those logs to include in the report
7. Click **Submit**