Product Tailoring Data Services

Early Warning System (EWS)

PowerSchool
Student Information System

Plugin Installation

Please contact Tech Support to create a case for install assistance.

Plugin Delete

If you experience issues with your Plugin, want to remove it, or need to remove it for other reasons, you can simply click on the "Delete" button from the Plugin Management Configuration screen. You can disable the plugin first if you would like, but it is not required to do so. You can simply delete and confirm the delete operation.

Plugin Disable

If you need to disable the plugin but do not want to delete it from the system, you can perform this disable operation, so you can turn it on later. Disabling a plugin does not remove it from the system but it does deactivate the custom pages from appearing in the PowerSchool User Interface. If there are any database extensions or other resources associated with the plugin, those items will be disabled and will not be usable. It's like deleting the plugin, however the benefit is that it's still loaded in PowerSchool and you can turn it on whenever you like.

Process Overview

- Tracks student grades, attendance, behavior, and credits toward graduation.
- The intended purpose is to support students who have an increased risk of academic failure and to get them back on track for academic success and eventual graduation.
- Coupled with the Intervention System, EWS enables schools and districts to identify students in middle school and high school who may be at risk for academic failure* and to monitor these students' responses to interventions.
- Within PowerSchool, the EWS integrates information coming from multiple sources (e.g., attendance, behavior, grades, and credits) into an analytic tool that allows teachers, counselors, and administrators to obtain real-time, comprehensive information regarding the strengths, needs, and current status of a student.

Early Warning System Setup

1. Select the school for EWS Setup.

2. Select **Early Warning System** under Setup on the left side.
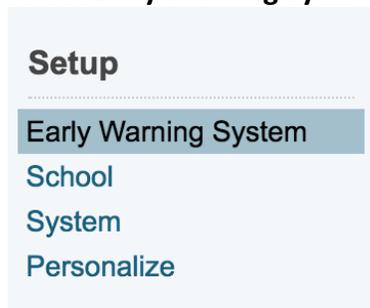
3. Starting with Attendance Settings, add options with and remove options with . Fill out input boxes with desired weights. Example:

4. Repeat this process for **Grades Settings**, **Behavior Settings**, and **Credit Settings**. Note: ELA, Math, and New Student settings were set up during the install process using credit types.
5. Once complete, scroll down the page and click **Submit** when forms are filled out.

Early Warning System Setup – Attendance

What each setting means:

- **Use Daily Attendance:** If select Yes, will use daily attendance settings for warning. If select No, will use the meeting attendance settings for warning.

Meeting Attendance Options (Use Daily Attendance – No)

- **Attendance codes to count:** Only consider attendance records with these attendance codes while calculating the attendance alert.
- **How many periods equal to a day:** set these values carefully as this affects the number of absent day calculation.

Example:

School A uses 8 periods, but the admin set the above value to 2. If a student skips any 2 periods of the 8 which he is supposed to attend, then he would be considered absent for the day. (It doesn't matter if these 2 absent periods are tied to day attendance calculation or not, EWS just compares the number of period absent to number periods which make up the day).

- **What percentage of attendance days trigger a warning:**
  These values will determine if attendance warning alert is to be set or not.

  Below are the scenarios which lead to setting of the EWS Absent Alert flag:
  If (Total absent days/total school days up to current date)>= percentage of attendance days trigger a warning
  OR
  If (Most Absences in One Period /total school days up to current date))>= percentage of attendance days trigger a warning.

- **Maximum absent days in a section for the semester trimester or Quarter:**
  This is another value which determines whether the EWS attendance alert would be set or not.

  EWS system would first determine the current trimester or quarter or semester for the student's school. Several districts have a mixture of trimesters and quarters. **First priority is to use trimester dates and store codes. Second priority is to use quarters. The final option is to look for semesters.**

Daily Attendance Options (Daily Attendance – Yes)

Early Warning System Setup (EWS)

1) **What attendance codes count**: – specify the attendance codes (absent codes) that need to be considered for calculating the alert.

2) **What percentage of attendance days trigger a warning:** – the percentage of absent days during current school year that should trigger an attendance alert. Percentage is calculated as absent days/total membership days (as of current date).

3) **Maximum absent days for the semester, term, or quarter** (based schools' shortest possible term; i.e. if shortest term is quarter then, this value should correspond to the number of absences per quarter which would triggers an attendance alert for the student)

==As per the settings, an attendance alert for a student would be triggered if:==
EWS will use student's daily attendance records to calculate and trigger this alert.

1) If student has been marked absent for the day with attendance code A or AT for more than 2 days during the current quarter.
   Or
2) If student has been marked absent for multiple day with attendance code A or AT and (total absent days during current year/total membership days) *100>=percentage value set for "what percentage of attendance days triggers a warning"

   When a student satisfies either of above condition, an attendance alert would be set in the system for this student.

Early Warning System Setup – Grades

What each setting means:

- **What current grades trigger a warning**: Only consider grade records with these grades while calculating the grade alert.
- **How many grades trigger a warning**: Will trigger the alert if the student has met the number of grades selected above.
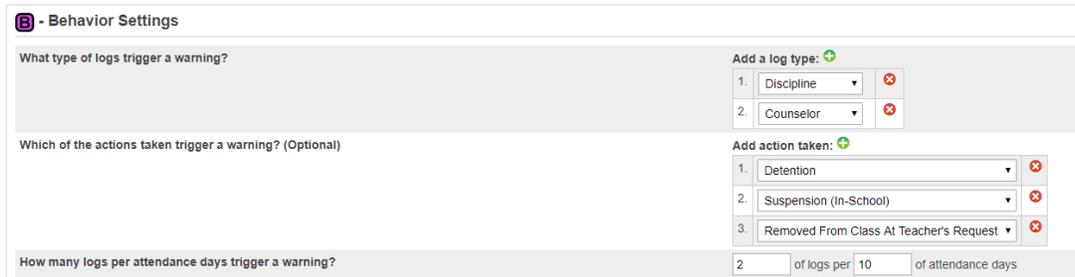
- **Exclude year long classes:** The option to include or exclude year long classes from the calculation.
- **Which grading term:** Choose which term to calculate the grades from. Be sure that the term is setup in 'Years & Terms' in the School Setup.

Early Warning System Setup – Behavior

What each setting means:

a) **Log Entries**:

- **What type of logs trigger a warning**: The log types that are counted in the calculation for the warning. Only log entries with these log types will be considered.
- **Which of the actions taken trigger a warning**: The 'Action Taken' field is optional. If no action taken codes are selected, then any log entries that match the selected 'Log Type' and the attendance setting will trigger the warning. If an 'Action Taken' code is selected, then the log entry must match both the 'Log Type', 'Action Taken', and the attendance setting to trigger the warning.
- **How many logs per attendance days trigger a warning**: The amount of log entries that match the criteria required to trigger the warning. Note that the amount of days is only considering attendance days, so only days school is in session.

b) **Incidents**:

- **Add Incident Type:** The incident types that are counted in the calculation for the warning. Only incidents with these incident types will be considered.
- **Which of the Incident Actions taken trigger a warning:** The 'Action Taken' field is required for incidents. This is to ensure that a student's attendance does not get affected unless specifically marked out of school. For instance, a victim will not be punished for the incident the same as the offender would. The Incident must match the 'Incident Type', 'Action Taken', and attendance setting for a student in order to trigger the warning.
- **How many incident actions per attendance days trigger a warning**: The

number of incidents that match the criteria required to trigger the warning. Note that the amount of days is only considering attendance days, so only days school is in session.

Note: If no 'Action Taken' code is selected, then no Incidents will trigger the warning even if the 'Incident Type' and attendance setting matches.

OR			
Add Incident Type	**Add action taken:** ⊕		
	1.	Discipline ▾	❌
	2.	Smoking ▾	❌
	3.	Insubordination ▾	❌
Which of the Incident actions taken trigger a warning? *(Required)	**Add action taken:** ⊕		
	1.	In-School Suspension ▾	❌
	2.	Parent Called ▾	❌
How many Incident Action per attendance days trigger a warning?	2 of Incident Actions per	10 of attendance days	

Note:
- Both log entries and incidents can be used. The warning will be triggered when the criteria for either log entry or incident or both is met.
- The log entries and/or incidents that match the criteria in the settings will appear on the student's Early Warning Dashboard, even if the warning is not triggered.

Security Settings:

There is an option to restrict access to EWS incidents and log entries based on security groups settings.

a) Click System in the left navigation bar.
b) Under the Security section, click Groups.
c) Select a Group.
d) Select which log types and which incident types all users of the chosen group can have access to.

Accessible Log Types

☐ Discipline
☐ Activities
☑ Attendance
☐ Conference
☐ Counselor
☐ Grade Change
☐ Health
☐ Parent Conflict

[Check All] [Uncheck All]

Accessible Incident Types

☐ CA State Reporting^
☑ Discipline
☐ Insubordination
☐ Local Use Only^
☐ Bullying
☐ Cheating
☐ Smoking
☐ Non-state Reportable
☐ Mandatory - State Reportable
☐ Non-Mandatory - State Reportable

e) Click Submit.

f) The user in the selected group will have only access to those types that are checked. For the example above, any user in the selected group will only have access to Attendance Log Types and Discipline Incident Types.

- The accessible log entries will be visible under the Log Entry tab, and under the EWS Dashboard if they meet all the EWS criteria. Same logic for the incidents.

Note: The behavior alert icon will display to all users irrespective of their role if the behavior alert has been triggered for the student by the EWS criteria.

- For instance, if a user does not have access to any log entries or incidents, the alert will still appear, but the user will not be able to see the individual log entries or incidents.

- The same logic follows for the EWS Reports; only the accessible incidents and log entries will appear for the user, but the alert will still display if the criteria has been met.

Early Warning System Setup – Credit

What each setting means:

- **Include credit meter:** Choose to include or exclude the credit meter.
- **Include credit adjustment for the current term:** Include the credit adjustment from the current term, or only include previous terms.
- **Credit Level Setup:** Can add, edit, or delete credit levels for different grade levels. These are the amount of credits each grade level should have. If the credits earned is lower than this credit level, then the warning will be triggered.

EWS Reports

For School level reports of students.

1. Select **System Reports** under Reports on the left side.

2. Select **Web Reports** tab on the System Reports page.

3. Select either **Early Warning Report – Text** or **Early Warning Report – w/Alert Icons.**
4. Select report options and click **Submit** to run report.

For individual level report of a student.

1. Go to **Start Page.**
2. Search for a student and select the students name to open the student's information page.
3. On the left hand side under Academics, click **Early Warning Dashboard**
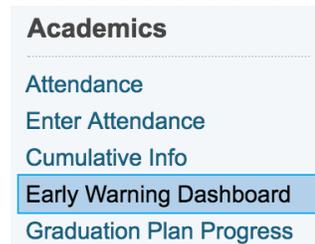
4. You can print out a graph by clicking 🖨 or download by clicking ⬇ for each section.
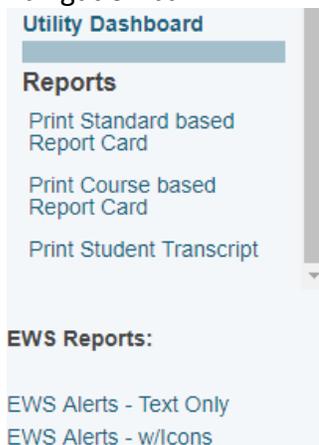
EWS Reports in PowerTeacher:

The EWS reports are also available in the PowerTeacher portal.

1. Login to PowerTeacher.
2. Click on the backpack icon for a class.

3. Click on either the EWS Alerts – Text Only or the EWS Alerts – w/Icons in the left navigation bar:

4. The students with EWS alerts in the specific class will appear for both the reports. The teacher can choose whether to Show/Hide Columns and Print the report from this page. The teacher can also click on a student's name to go to the student's Early Warning Dashboard page.

Security Permission for Discipline Logs in EWS

Discipline Logs in Early Warning Dashboard and Reports are set based on Group permissions set in **System > Security > Groups > Accessible Student Screens > Log Entries**

Change Control Table:

Date Released	Author	Version	Updates
4/1/2019	Steve	Admin 3.7 Teachers 3.5 Reports 1.3	Update includes restricting Log Type and Incident Type access based on user's security group.

Thank You!

Should you have any questions or experience any issues in the future with your deliverable(s) please create a new support ticket so that we can provide assistance. Please also include either the original request or project number.

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Requesting Support

PowerSchool has established a support process to ensure a timely response to your maintenance agreement requests. (Monday – Friday; 6:00 AM – 8:00 PM EST) (Excludes PowerSchool Holidays)

Note: Technical Support is only provided to technical contacts

PowerSchool Technical Support:

PHONE: 866-434-6276

EMAIL: Support@PowerSchool.com

CHAT: https://support.powerschool.com/support/chat.action

On-Line Case Logging: https://support.powerschool.com

Queries: producttailoring@powerschool.com