

## Replacing the Infinite Campus (IC) Persistence to Graduation Tool

With the Persistence to Graduation Tool sunsetting, schools can still Identify highest-risk students, monitor outcomes, generate reports in Excel, view, and sort students by demographic factors by using the following tools inside Infinite Campus:

| Tool                        | Can Answer                                                                                                     | Where                                                   |
|-----------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Early Warning               | Who are my highest risk students? Which students are approaching high risk?                                    | Student Information → Counseling → Early Warning        |
| Insights Dashboards         | What is happening with these students in attendance, behavior and course performance?                          | Insights (you will see your available dashboards)       |
| Transient Population Report | Which students have experienced high mobility (and may not have enough data in IC to identify their risk yet)? | KY State Reporting → KDE Reports → Transient Population |
| Chronic Absenteeism Report  | Which students are chronically absent? What are the demographic factors of all students that I can sort?       | KY State Reporting → KDE Reports → Chronic Absenteeism  |

### Build a watchlist of your highest risk students on Early Warning:

1. Determine your cut-off for number of students your team (or you as an individual) has the capacity to serve.
2. In the Early Warning Tool, scroll down to the student list and sort by GRAD score (lowest to highest).
3. Determine who on the team will watch which students.
4. Click watchlist box next to each student. This automatically assigns the student to your watchlist. Multiple users can watch the same student.
  - ❖ For full detailed information on using Early Warning, review this [detailed documentation](#).
  - ❖ For help using Early Warning, review this [step by step video](#).
  - ❖ For examples of how Early Warning is being used and other related resources visit the [Dropout Prevention and Persistence to Graduation webpage](#).

### Monitor the status of the highest risk students (your watchlist) in Insights

1. Go to Insights Attendance Dashboard Absenteeism Tier report (attendance report as an example, but you can follow these steps for the other reports)
2. Set the Early Warning attendance filter to include all GRAD scores (in filter)
3. Optional – Change Scheduled Days Filter From  $\geq 10$  to  $\geq 1$  to capture students who have been enrolled for 10 days or less
4. Select Students → watchlist (at top)
5. Save template and name your template (e.g., watchlist absenteeism)
6. Go to Aggregate Dashboard. This is your personal dashboard where you can view your students as a group (and double click to see them individually)

7. Add to aggregate dashboard by selecting configure, finding your saved template “watchlist absenteeism”
8. Repeat for other reports you want to add to your aggregate dashboard (e.g., behavior reports, course performance reports, other attendance reports)
9. Export data into excel to use for team meetings, intervention decisions, or progress monitoring.
  - ❖ For help using Insights review this [step by step video](#).
  - ❖ For other resources on using Insights visit the [Dropout Prevention and Persistence to Graduation webpage](#).

### **Track Watchlist Students Change Over Time (in both Early Warning and Insights)**

1. Export your watchlist report (baseline / “pre”)
2. After interventions, export again (“post”)
3. Compare score changes

### **Use Your Transient Population Report**

1. Use this report to identify students who attended multiple schools during the current year, the past two years, and the past five years.
  - Includes demographic fields including Race, Gender, Foster care, Homeless status, EL status, Lunch status and Military.
2. Ensure that newly transferred students with limited records in Infinite Campus are also added to your watchlist in Early Warning.

### **Use the Chronic Absenteeism report to download all students’ demographic and chronic absenteeism data**

1. You will see your big picture/aggregate school data (% of students who are chronically absent).
2. Select Detail report for a list of students and all demographic data, as well as chronic absenteeism rate.

Note that FTE is used (present minutes not instructional minutes), includes all missed time excused or unexcused, and students must be enrolled at least 10 days to show up in this report.