We use seven individual risk factors to calculate the overall risk level of a particular youth. At the beginning, we knew that there would need to be a quick and effective way of determining which youth are in the greatest of need. Originally only looking at three, we have expanded the total number of risk factors to seven with the possibility of further expansion in the future (should we obtain more information).

In the figure above, we have listed the seven risk factors. They are described briefly below (they are explained in greater detail near the end of this document):

Risk Factor	Meaning / Definition	Fie ds Req ired from the SCHOOLS page	Fields Required from other pages
GPA below C	The youth's GPA (Grade Point Average) is compared to the GPA for a C, which is 2.0	**-GPA**	N/A
Age/Grade Match	The youth's age is compared to the youth's grade in school to determine if the youth is too old for his/her current grade	**-Grade**	**-DOB** (*Youth nfo*)
Progressing with Peers	A calculation that compares the mean number of credits required per semester at a school with the mean number of credits the youth has received per semester	**-Credits Earned** **-Credits Required** **-Semesters Completed** **-Total Semesters**	N/A
Progressing at Expected	The credits already completed plus the expected credits (which	**-Credits Required** **-Total Semesters**	N/A

Grad Rate	is the mean number of credits required per semester multiplied by the number of semesters the youth has left to complete) is compared to the credits required to determine if the youth is on track to graduate in the normal (4 years) time	**-Semesters Completed -Credits Earned**	
School Changes	Compares the end dates of previous schools (on the SCHOOL CHANGE HISTORY page) with the Compare Date (listed below the Risk Factors inset on the Youth Info page), and adds the number of times the end dates are greater (earlie than) the Compare Date	N/A	**-Compare Date** (*Youth Info*) **-End date**(s) (*School Change History*)
Placement Changes	Compares the end dates of the previous placements (on the PLACEMENT CHANGE HISTORY page) with the Compare Date (listed below the Risk Factors inset on the Youth Info page), and adds the number of times the end dates are greater (earlier than) the Compare Date.	N/A	**-Compare Date** (*Youth Info*) **-End date**(s) (*Placement Change History*)
Grade/Credit Match	Compares the youth's current grade with the grade the youth should be in according to the number of credits the youth has earned	**-Grade -Cr dits Earn d**	N/A
Sum of Risk Factors	This number is the sum of the individual risk factors to generate an overall risk score for the youth	N/A	**-GPA below C -Age/Grade M tch -Progressing wit Peers -P ogressing at Expected Grad Rate -School Changes -Placement Changes -Grade Credit Match**

Determining the Risk Factors

All of the risk factors above are automatically calculated based on the fields (outlined above). In order to determine the risk factors, you must complete the following steps:

1. Identify the current school for the youth
   - You must determine if the school listed on the **SCHOOLS** page is the correct and current school for the youth

   - To do this, you must call the school and/or case manager for verification
2. Put the corresponding building number for the youth in the **Building Number** field on the **SCHOOLS** page.
   - The calculations for the **Progressing with Peers** and **Progressing at Expected Grad Rate** are determined by values linked to the school.
   - Using the **HIGH SCHOOL** database, find the correct school, copy the building number, and paste it into the **Building Number** field of the **SCHOOLS** page.

   - Press TAB (on the Keyboard to "lookup" the values for that school)
3. Mark the **TRANSCRIPT** (on file bullet) as **YES**.

- The calculations performed first look to make sure that **TRANSCRIPT=YES** is marked on the *SCHOOLS* page.
4. Read the transcript, looking for the fields on the *SCHOOLS* page you need
   - From the *SCHOOLS* page, you need to fill in the following: **Grade, GPA, Credits Earned**, and **Semesters Completed**:

SCHOOLS

	First Name:		Last Name:		504? ○ yes ○ no
STATE APPOINTED EDUCATION ADVOCATE	Address:		City/State/Zip:		IEP? ○ yes ○ no
					Date of Last IEP: 00/00/0000
	Phone:		Email:		Comp Eval? ○ yes ○ no
					Date of Last CE: 00/00/0000

Arkansas City High   **7456**

Begin Date: _____   Transcript: ● Yes ○ No ○ Requested

Grade: 10

Address: [redacted]   School Secretary: _____

City/State/Zip: [redacted]   Email: _____

Phone: [redacted]   Phone: _____

Fax: [redacted]

- These fields are necessary for the Risk Factors

Phone: _____

Principal: [redacted]   Other: _____

Email Address: [redacted]   Email: _____

Web Address: [redacted]   Phone: _____

CURRENT

Grade VS Credit	10/11	Credits Required:	21	Semesters Completed:	3	YTD Absences	12
Age VS Grade	16/10	Credits Earned:	11.0	Total Semesters:	8		
Exceptionality				Absence History			

Projected Graduation Date: 00/00/0000   GPA: 2.86

- Look at the transcript for these fields:
  - **GPA**
  - **Semesters Completed**
  - **Credits Earned**
  - **Grade**
- **Be CAREFUL** to make sure that you are looking for these values for high school grades (grades 9 through 12). Some schools list 7th and/or 8th grades on their transcript for high school (see below).

OFFICIAL TRANSCRIPT

STUDENT NAME: ▮▮▮▮
GRADE: 11 KIDS# ▮▮▮▮ BIRTH DATE: ▮▮▮▮

Current Grade →

	SEMESTER 1		SEMESTER 2			SEMESTER 1	SEMESTER 2

06-07 ▮▮▮▮

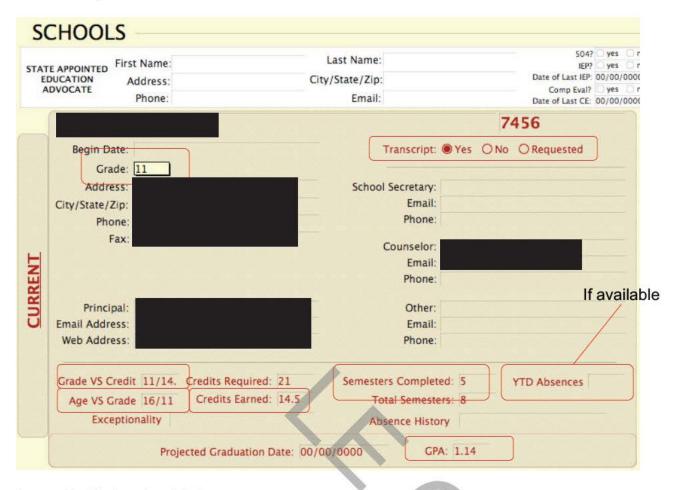| English A	F	0.00		
Lifetime Sports	P	0.00		
Math A		0.00		
Pencil Drawing	C-	0.50		
Study Skills/SpEd	C+	0.50		
U.S. History	F	0.00		
Voc Work Study	D+	0.50		
Voc Work Study	C	0.50		
XLT	F	0.00		

One semester for 06-07

05-06 ▮▮▮▮

A+2nd Hour	B	0.50	C	0.50
Biology	C	0.50	C	0.50
Girls PE/Health	A	0.50	A	0.50
Reading	C	0.50	C	0.50
Study Skills 4	A	0.50	A	0.50
Study Skills 5	B	0.50	B	0.50
Study skills 6	A	0.50	A	0.50

04-05 ▮▮▮▮

Applied Math	B	0.50	B	0.50
English	C	0.50	C	0.50
General Science			C	0.50
PE/Health			C	0.50
Reading			A	0.25
Science	C	0.50		
Seminar	C	0.50		
Study Skills			C	0.25
Voc Development	F	0.00		
World History	A	0.50	C	0.50

Three Academic Years →

Two semesters for both 04-05 & 05-06

Most transcripts contain only the final grades for courses completed, and seldom contain placeholders for courses in progress. That is, at the end of a semester, the school updates the transcript to show completed courses. On this transcript, there are **three academic years** (i.e., 06-07, 05-06, & 04-05) with **two semesters for years 04-05 & 05-06 and one for year 06-07**, indicating the youth has completed five semesters.

A = 4.00	ACT-English
B = 3.00	ACT-Reading
C = 2.00	ACT-Math
D = 1.00	ACT-Science
F = 0.00	
	ACT-Composite
P = Passing	ACT Date
WF- Withdraw Fail	
NC- No Credit	

Credits Earned →

Total Units Earned:	14.500
Cumulative GPA:	1.143
Rank:	Not Ranked
Graduation Year:	2008

← **GPA**

_____   March 16, 2007
SIGNATURE   DATE

- Remember, each transcript received will look different than the above example.
- GPA is sometimes listed as **Cumulative GPA** or **Academic GPA** (based on the total quality points [A=4; B=3; C=2; D=1; F=0] multiplied by the units for the class [typically 1 unit for a year-long course; .5 units for a semester-long class; .25 units for a quarter-long course]) or **Weighted GPA** (which figures the GPA taking into consideration "weighted classes" [classes that are more difficult than normal classes] and factors the quality points for those classes as: A=5; B=4; C=3; D=1; F=0 [there is no 2.0]). For our purposes, you will want to record the **Cumulative GPA**.
- Credits Earned will be sometimes listed as "Total Units Earned," "Grad Credit," or other terms with equivalent meanings. You can calculate this out yourself by adding together the unit points (typically listed to the right of the grade) for every class.

5. Fill out the school page with the information from the transcript.
    - You must fill in the fields for **Grade**, **GPA**, **Credits Earned**, and **Semesters Completed**
    - If the youth's attendance is listed on the transcript or another document with the transcript, please fill out the field for **YTD (Year to Date) Absences** in FMP.
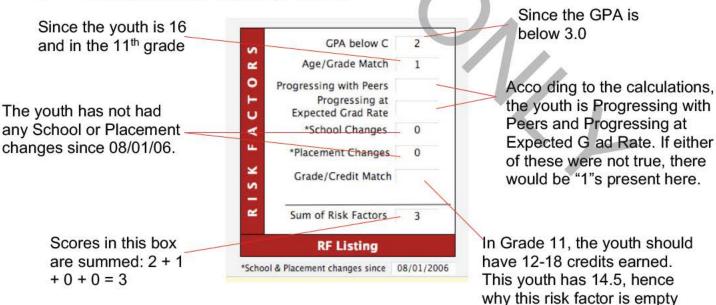   - From our example, this is how the *SCHOOLS* page should look:

6. Enter numbers as fractions for **Grade vs. Credit**:
    - Using the example, the **Grade vs. Credit** fraction should be: **11/14.5**
7. Enter numbers as fractions for **Age vs. Grade**:
    - Using the example (youth is 16), fraction should be: **16/11**

8. Verify that all the fields with circles below have been filled out:

SCHOOLS

STATE APPOINTED EDUCATION ADVOCATE	First Name:		Last Name:		504? ○ yes ○ n
	Address:		City/State/Zip:		IEP? ○ yes ○ n
					Date of Last IEP: 00/00/0000
	Phone:		Email:		Comp Eval? ○ yes ○ n
					Date of Last CE: 00/00/0000

7456

CURRENT

Begin Date: [black]

Grade: 11

Address: [black]

City/State/Zip:

Phone:

Fax:

Transcript: ● Yes ○ No ○ Requested

School Secretary:

Email:

Phone:

Counselor: [black]

Email:

Phone:

Principal: [black]

Email Address:

Web Address:

Other:

Email:

Phone:

If available

Grade VS Credit 11/14. Credits Required: 21

Age VS Grade 16/11 Credits Earned: 14.5

Exceptionality

Semesters Completed: 5

Total Semesters: 8

YTD Absences

Absence History

Projected Graduation Date: 00/00/0000   GPA: 1.14

9. Verify that the risk factors are correct:

Since the youth is 16 and in the 11th grade

Since the GPA is below 3.0

The youth has not had any School or Placement changes since 08/01/06.

According to the calculations, the youth is Progressing with Peers and Progressing at Expected Grad Rate. If either of these were not true, there would be "1"s present here.

RISK FACTORS

GPA below C	2
Age/Grade Match	1
Progressing with Peers	
Progressing at Expected Grad Rate	
*School Changes	0
*Placement Changes	0
Grade/Credit Match	
Sum of Risk Factors	3

RF Listing

*School & Placement changes since 08/01/2006

Scores in this box are summed: 2 + 1 + 0 + 0 = 3

In Grade 11, the youth should have 12-18 credits earned. This youth has 14.5, hence why this risk factor is empty

About the Risk Factors:

Understanding these risk factors is very important. From the above figure (the RISK FACTORS inset), **GPA Below C**, **Age/Grade Match**. **Progressing with Peers**, **Progressing at Expected Grad Rate**, and **Grade/Credit Match** are automatically calculated based on the fields on the *SCHOOLS* layout you just filled out.

The following delineates the risk factors and the meaning/calculation for them:

Risk Factor	Meaning (including calculation)
GPA Below C	The GPA for the youth (hand-entered) is compared with the GPA for a C (i.e., C = GPA of 2.0). If GPA ≤ 1, then the youth is given a score of 3. If GPA ≤ 2, then the youth is given a score of 2.
Age/Grade Match	The youth's age is compared to the youth's grade using this comparison chart: Age Grade 14 9th Grade 15 10th Grade 16 11th Grade 17 12th Grade If the youth's age and grade do not match up, a point is given to the youth.
Progressing with Peers	Progressing academically with their peers at the current school is based on the following calculation: ▮▮▮▮▮▮▮▮▮ Prog essing Academically with Peers TERMS: CE = Credits Earned (as of most current tr nscript) SC = Semesters Completed (as of most c rent ranscript) CR = Credits Required (at the current school outh is at ending) TS = Total Semesters slated for high school (at current school) -This is the number of semesters per academic year multiplied by 4 years (typically 8) If CE ÷ SC < CR ÷ TS, then the youth's risk factor is scored +1
Progressing at Expected Grad Rate	Progressing academically at their expected graduation rate is based on the following calculation: ▮▮▮▮▮▮▮

	TERMS: CE = Credits Earned (as of most current transcript) EC = Expected Credits (calculation below) [Credits Required] ÷ [Total Semesters] x [Semesters Left] = EC CR = Credits Required If CE + EC ÷ CR < 1, then the youth's risk factor is scored +1
School Changes	From the school changes layout in FMP, the School End date is compared to the "Compare date" - the date below the Risk Factors box. In the above picture, the Compare date is set for 08/01/2006. If the School End date is later than the Compare date, a score of 1 is given for each later school end date. These points are summed and that is the number in this field.
Placement Changes	Similar to the School Changes risk factor, the placement changes uses information on the Placement Change layout, comparing the placement end to the Compare date and calculating out a sum of placement changes within the same date range as the school changes.
Grade/Credit Match	This risk factor compares the grade that the youth is in with the approximate ideal number of credits the youth has (ideal being the average of what schools have reported are the cut offs for grade levels). The following is the comparison chart: Grade Credits 9th 0-5.5 10th 6-11.5 11th 12-18 12th 18.5 +
Sum of Risk Factors	Sum of the above risk factors. In February 2006, we performed a correlation to determine the validity of the risk factors. We correlated all of the above risk factors individually with each other and correlated all of the above with the sum of the risk factors (this variable). We found that the Sum of the Risk Factors was significantly correlated ($ps < .001$) to Grade Below C, Age/Grade Match, Progressing with Peers, Progressing at Expected Grad Rate, Number of School Changes, and Number of Placement Changes. Sum of Risk Factors was also marginally significantly correlated to Grade/Credit Match ($r = -.143$, $p = .115$). These statistics indicate that the risk factors we selected as a whole (or totaled) are better at determining the overall risk for a youth than any one risk factor individually.