Montana EWS Extract

Last Modified on 10/22/2022 10:28 am CDT

Report Criteria | Generating the EWS Extract | Report Layout | Required Data Setup

PATH: *MT State Reporting > MT EWS*

The Early Warning System (EWS) Report details attendance, behavior and grade data for use in providing Montana OPI with data for import into the Early Warning System.

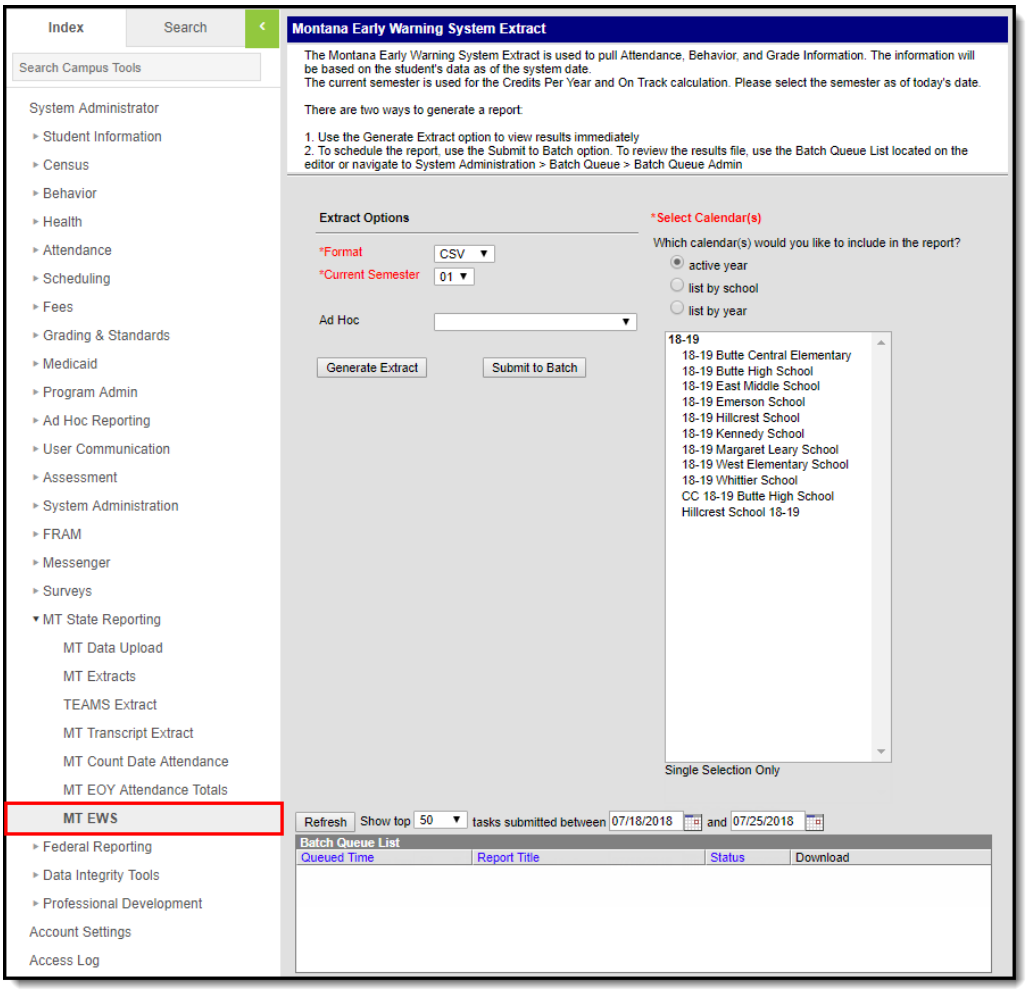

Image 1: MT EWS Extract Editor

Report Criteria

Only students meeting the following criteria are included in the report:

- A student must have a primary enrollment record in the selected calendar as of the date the report was generated.
- The student's enrollment record must be tied to a state grade of 03-12.
- If a student has two primary enrollments, the student is reported twice, once for each enrollment in order to correctly report the attendance rate.
- The report can only be generated for a single calendar.
  - When the report is generated for a future calendar, all students with an enrollment record in the future calendar that meet report requirements are reported.
- Students enrolled in a state excluded calendar or grade level, or who have an enrollment record marked State Exclude or No Show are not reported.

Generating the EWS Extract

1. Select which **Calendar** will report data within the extract.

2. Select the report **Format (**CSV is the default format**)**.
3. Select the **Current Semester**.
4. Select an **Ad Hoc Filter** (optional).

5. Select how the report will be generated:

Generate Report	The report will generate immediately and display in a new window in the designated format.
Submit to Batch	Selecting this will send the extract to the Batch Queue where it will generate in the background when the system is able to process the request. Users can access the extract by clicking the **Get the report** link in the Batch Queue List. Users can also access the extract via the Batch Queue tool or by selecting the link within the Process Inbox message that appears once the extract is generated.

MT EWS Records:1288

State Student ID	LastName	FirstName	Att Rate	Prev Term F	Prev Term A	Behavior Events 120 Days	OOS Suspension Events 3yrs	Creditsyear	On Track	60 Day Absences	90Day Absences
100000000		Kyle	0.00					12.000	N		
200000000		Leigha	0.00					35.000	N		
300000000		Katelyn	0.00					1.000	Y		
400000000		Kendall	0.00					37.000	Y		
500000000		McKenna	0.00					12.000	N		
600000000		Mikaela	0.00					35.000	N		

Image 2: Example of the EWS Extract - HTML Format

Report Layout

Data Element	Description	Format	Campus Database	Ca Int
State Student ID	The student's state ID.	Numeric	Person. studentStateID	Ce Pe De > Sta
Last Name	The student's last name. Last Name only appears in the HTML version of this report.	Alphanumeric	Identity. lastName	Ce Pe De >
First Name	The student's first name. First Name only appears in the HTML version of this report.	Alphanumeric	Identity. firstName	Ce Pe De >
Grade Level	The student's grade level. Only reports in the HTML report format.	Alphanumeric	Enrollment. gradeLevel	Stu Inf Ge En Gr
Enrollment Start Date	The start date of the student's enrollment record.	Date	Enrollment. startDate	Stu Inf Ge En Sta
Enrollment End Date	The end date of the student's enrollment record.	Date	Enrollment. endDate	Stu Inf Ge En En
Att Rate	The student's attendance rate. Using the student's latest enrollment record, logic finds the number of days marked instructional the student is enrolled in for the	Numeric	Not dynamically stored	No Pa

Data Element	Description	Format	Campus Database	Ca Int
	Reporting Window. Logic then finds the number of days the student was absent during this time period. An absent day is calculated as the sum of all minutes the student is marked with an attendance code in an instructional period with a status of 'A' and an excuse value of excused, unexcused or unknown. The following calculation is used to find the Attendance Rate: • (Days Enrolled - Total Absent Minutes) / Days Enrolled = Attendance Rate If the attendance rate quotient is greater than 1.00000 for a day, a value of 1.00000 is used when calculating the attendance rate using that day. **Definition of Calculation Parts** **Part** / **Logic** / **Campus UI Path** Reporting Window / The start date is the student's enrollment record Start Date. The end date is the Report Date. • The Report Date is the calendar date of when the Early Warning System Extract was generated. / Student Information > General > Enrollments > Start DAte Days Enrolled / Using the Reporting Window, logic finds the SUM of total number of days marked Instructional / System Administration > Calendar > Calendar > Days > Instruction			

<table>
<tr><th>Data Element</th><th>Description</th><th>Logic</th><th>Campus UI Path</th><th>Format</th><th>Campus Database</th><th>Ca Int</th></tr>
<tr><td></td><td>Total Absent Minutes</td><td>Using the Reporting Window, logic identifies each day the student was marked absent.
Logic then uses the Absent Day Calculation for each day the student was marked absent and truncates the day's result to the nearest hundredth thousand (5th decimal place).
• Absent Day Calculation = Absent Minutes for the Day / Standard Day
◦ If the result is greater than 1, a value of 1 is reported for the day.
◦ Absent Minutes for the Day = Identified as minutes tied to Attendance Codes where Status = Absent and the Excuse = Excused, Unexcused, or Unknown.
▪ Logic then finds the SUM of all absent minutes (ensuring any minutes marked present for the Instructional period or any minutes marked lunch tied to the Instructional period are NOT included).
◦ Standard Day is defined as one the following by preference:
<table><tr><th>Preference</th><th>Divisor</th></tr><tr><td>1</td><td>If NOT NULL, divide result by Standard Day on Grade Level</td></tr><tr><td>2</td><td>If NOT NULL, divide result by Student Day on Calendar</td></tr><tr><td>3</td><td>Divide results by 360.0</td></tr></table></td><td>System Administration > Attendance > Attendance Codes > Status
System Administration > Attendance > Attendance Codes > Excuse
Student Information > General > Attendance > Attendance Code
Student Information > General > Attendance > Present Minutes
System Administration > Calendar > Calendar > Periods > Period Schedule > Lunch Time
System Administration > Calendar > Calendar > Grade Levels > Standard Day
System Administration > Calendar > Calendar > Grade Levels > Student Day (instructional minutes)</td><td></td><td></td><td></td></tr>
</table>

If the report is generated prior to the first instructional day of

Data Element	Description	Format	Campus Database	Ca Int

Prev Term F	The number of F grades the student had in the previous term.
	The following logic is used to identify and report the student's previous term F grades:
	• Logic looks at the calendar and identifies the current term.
	  ◦ If the report date does not fall within the current term, the closest future term within the selected calendar is used.
	  ◦ If the report date does not fall within current term, the closest future term within the selected calendar is used.
	• Logic then determines which term is directly prior to the current term.
	  ◦ If the prior term falls within -1 year, the student's enrollment record during that year is identified.
	  ▪ If student has multiple primary enrollments in the prior year calendar, the primary enrollment that falls directly prior to the end of the selected calendar (Last enrollment, last year) is used.
	  ▪ Logic then looks at the calendar tied to the identified enrollment record.
	  ▪ If the End Date of the enrollment record is null or after the final term start date, logic then looks at the student's Grade's tab and finds the sum of all grades that are tied to a grading tasked marked as State Reporting and tied to a state grade of F.
	  ▪ If the student has no F grades, a value of 0 is reported.
	  ▪ If the student is not enrolled in a previous term, a null value is reported.
	• If the prior term is within the current calendar, logic looks at the student's Grades tab and finds the sum of all grades that are tied to a grading task marked as State Reported and tied to a state grade level of F.
	  ◦ If no grade data exists for the previous term, a null value is reported.
	
	See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.
		Numeric	Not dynamically stored	St
				Inf
				Ge
				Gr

Data Element	Description	Format	Campus Database	Ca Int

Prev Term A	The number of A grades the student had in the previous term.
	The following logic is used to identify and report the student's previous term A grades:
	• Logic looks at the calendar and identifies the current term.
	  ◦ If the report date does not fall within the current term, the closest future term within the selected calendar is used.
	• Logic determines which term is directly prior to the current term.
	  ◦ If the prior term falls within -1 year, logic then looks at the student's enrollment record to see if the student has a primary enrollment within the district in the -1 year and determines if the student was enrolled in the -1 year calendar during the previous
	  ▪ If student has multiple primary enrollments in the prior year calendar, the primary enrollment that falls directly prior to the end of the selected calendar (Last enrollment, last year) is used.
	  ▪ Logic then looks at the calendar tied to the identified enrollment record.
	  ▪ If the End Date of the enrollment record is null or after the final term start date, logic then looks at the student's Grade's tab and finds the sum of all grades that are tied to a grading tasked marked as State Reporting and tied to a state grade of A.
	  ▪ If the student has no A grades, a value of 0 is reported.
	  ▪ If the student is not enrolled in a previous term, a null value is reported.
	• If the prior term is within the current calendar, logic looks at the student's Grades tab and finds the sum of all grades that are tied to a grading task marked as State Reported and tied to a state grade level of A.
	  ◦ If no grade data exists for the previous term, a null value is reported.
	
	See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.
		Numeric	Not dynamically stored	Stu Inf Ge Gr

Behavior Event 120 Days	The number of behavior events the student is tied to for the past 120 calendar days (this includes weekends, holidays, etc). Logic finds the number of behavior events where the student has a role of Offender in the past 120 calendar days. If null, a value of 000 is reported. See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.	Numeric	Not dynamically stored	Stu Inf Ge Be

Data Element	Description	Format	Campus Database	Ca Int
OOS Suspension Events 3yrs	The number of behavior resolutions that are tied to the student that have a resolution of Out of School Suspension. Logic finds the number of behavior resolutions tied to the student that have a Resolution Type mapped to a state type of Suspension, Out of School, Alt Setting or Out of School with no services and these resolutions occurred in the past 3 years. See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.	Numeric	Not dynamically stored	St Inf Ge Be
Credits Per Year	The number of high school credits the student is earning per cohort year. If semester 1 is selected, the following calculation is used: **Credits / (3-([CohortYearNCLB] - selected calendar end year))** 1. Logic finds the number of transcript entries that are marked with High School and finds the sum of credits the student has earned as of the date of report generation. 2. Logic then finds the NCLB Cohort Year and subtracts this by the selected calendar's end year. 3. 3 is then deducted from the value found in Step 2. 4. The number of credits is then divided by the number found in Step 3. If no transcript entries in the active year exist with the high school box marked, a null value is reported. If no cohort year is assigned, a null value is reported. For example, if a student's last transcript entry is in 2014-2015 school year, the selected calendar in extract editor is 2014-2015 and the student's cohort year is 2016. This student has completed 2 years of high school and is in their first semester of their 3rd year. Student has earned a total of 12 credits. 1. 12 credits 2. 2016 - 2015 = 1 3. 3-1 = 2 4. 12 / 2 = 6 So the student's credits per year is 6.	Numeric	Not dynamically stored	St Inf Ge Tra Hig Cr

Data Element	Description	Format	Campus Database	Ca Int
	If semester 2 is selected, the following calculation is used: **Credits / (3-([CohortYearNCLB] - selected calendar end year - 0.5))** 1. Logic finds the number of transcript entries that are marked with High School and finds the sum of credits the student has earned as of the date of report generation. 2. Logic then finds the NCLB Cohort Year and subtracts this by the selected calendar's end year. 3. This value is then subtracted by 0.5. 4. 3 is then subtracted from the end value in Step 3. 5. The number of credits is then divided by the total in Step 4. If no transcript entries in the active year exist with the high school box marked, a null value is reported. If no cohort year is assigned, a null value is reported. For example, if a student's last transcript entry is in 2014-2015 school year, the selected calendar in extract editor is 2014-2015 and the student's cohort year is 2016. This student has completed 2 years of high school and is in their second semester of their 3rd year. Student has earned a total of 12 credits. 1. 12 credits 2. 2016 - 2015 = 1 3. 1 - 0.5 = 0.5 4. 3 - 0.5 = 2.5 5. 12 / 2.5 = 4.8 So the student's credits per year is 4.8. See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.			
On Track	Indicates if the student is on track to graduate. The following logic is used to report student On Track data: • If a student's enrollment record is tied to a State Grade Level of 09 and Semester 01 is selected in the extract editor, a value of Y is reported. • Logic looks at the student's active academic plan to find the number of credits required to graduate and divides this number by 4. • If the value in Credits Per Year is equal to or greater than the quotient or if Credits Per Year is null, a value of Y is reported. • If the value in Credits Per Year is less than the quotient, a value of N is reported. • If the student is not assigned an academic plan, a value of Y is reported. See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.	Alpha	Not dynamically stored	No Pa

Data Element	Description	Format	Campus Database	Ca Int
60 Day Absences	The number of absences during the last 60 calendar days. If the attendance rate quotient is greater than 1.00000 for a day, a value of 1.00000 is used when calculating the student's absence for that day. An absent day is calculated as the sum of all minutes the student is marked with an attendance code in an instructional period with a status of 'A' and an excuse value of excused, unexcused or unknown. If the past 60 days spans multiple school years and the student has a primary enrollment within the district in both school years, logic will determine the last 60 instructional/attendance days from the date the report was generated. If the past 60 days spans multiple school years, logic determines the prior 60 calendar days by using the system date and counting back the number of calendar days to the first instructional day in the selected calendar and then going to the previous year's school and calendar and counting back from the max attendance/instructional date for that calendar. See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.	Numeric	Not dynamically stored	St Inf Ge At

Data Element	Description	Format	Campus Database	Ca Int
90 Day Absences	The number of absences during the last 90 calendar days. If the attendance rate quotient is greater than 1.00000 for a day, a value of 1.00000 is used when calculating the student's absence for that day. An absent day is calculated as the sum of all minutes the student is marked with an attendance code in an instructional period with a status of 'A' and an excuse value of excused, unexcused or unknown. If the past 90 days spans multiple school years and the student has a primary enrollment within the district in both school years, logic will determine the last 90 instructional/attendance days from the date the report was generated. If the past 90 days spans multiple school years, logic determines the prior 90 calendar days by using the system date and counting back the number of calendar days to the first instructional day in the selected calendar and then going to the previous year's school and calendar and counting back from the max attendance/instructional date for that calendar. See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.	Numeric	Not dynamically stored	St Inf Ge At

Required Data Setup

The following sections describe where data is set up and pulled from to populate each of the following fields:

- Behavior Events 120 Days
- OSS Suspension Events 3 Years
- Attendance Rate
- Previous Term F
- Previous Term A
- Credits Per Year
- On Track
- 60 Day Absences
- 90 Day Absences

Behavior Events 120 Days

PATH: *Behavior > Behavior Management > Add Event > Event and Participation Details > Role*

PATH: *Student Information > General > Behavior > Role*

This field reports the number of behavior events the student is tied to for the past 120 calendar days (this includes weekends, holidays, etc). Logic finds the number of behavior events where the student has a role of Offender in the past 120 calendar days. If null, a value of 000 is reported.

The image below shows a user adding a behavior event for a student with a Role of Offender (Image 3).

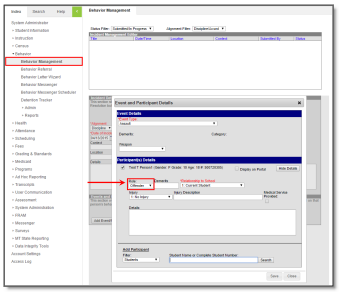

Image 3: Setting the Role of Offender on a Behavior Event

You can view a student's behavior events and their assigned Role via the Behavior tab (see Image 4).

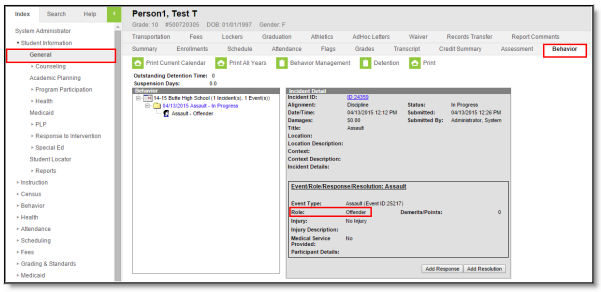

Image 4: Example of a Student's Behavior Event Report Showing a Role of Offender

OSS Suspension Events 3 Years

PATH: *Behavior > Admin > Resolution Types > State Resolution Code*

PATH: *Student Information > General > Behavior > Resolution Type, State Code*

PATH: *Behavior > Behavior Management > Add Resolution > Resolution Type*

This field reports the number of behavior resolutions that are tied to the student that have a resolution of Out of School Suspension.

Logic finds the number of behavior resolutions tied to the student that have a Resolution Type mapped to a state type of Suspension, Out of School, Alt Setting or Out of School with no services and these resolutions occurred in the past 3 years.

In order for resolutions to report values for this field, resolution types must be mapped to State Resolution Codes via the Resolution Types tool. In the image below (Image 5), a user is setting a resolution of Out of School Suspension - 3 Days to have a State Resolution Code (Mapping) value. For reporting in this field, the **State Resolution Code (Mapping)** value must be set to *Suspension, out of school, alt setting*, or *Suspension, out-of-school, without services* (Image 5).

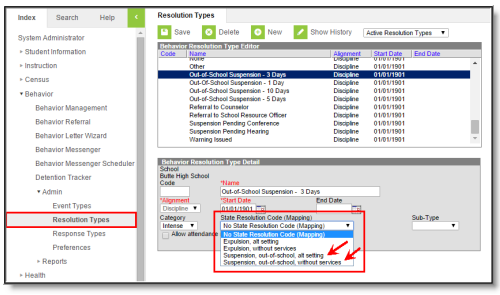

Image 5: Establishing State Resolution Code (Mapping) Values for Resolution Types

Once State Resolution Code (Mapping) values have been set for Resolution Types, the field will report any student who has a Behavior Resolution in the last 3 years with a Resolution Type mapped to either *Suspension, out of school, alt setting*, or *Suspension, out-of-school, without services* (for example in Image 6).

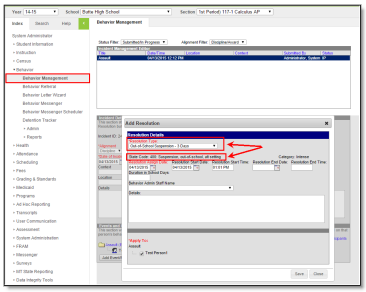

Image 6: Example of a Reported Behavior Resolution

You can view a student's behavior events and their assigned Resolution Types and corresponding State Codes via the Behavior tab (see Image 7).

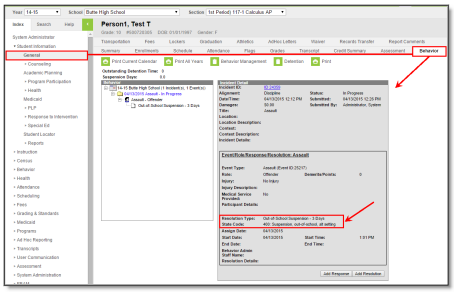

Image 7: Viewing a Student's Behavior Resolution Type and State Code

Attendance Rate

PATH: *System Administration > Calendar > Calendar > Grad Levels > Standard Day*

PATH: *System Administration > Calendar > Calendar > Calendar > Student Day*

Logic finds the total number of minutes the student is marked absent, minus any lunch time, minus any present minutes counted and then divided by the grade level standard day (if present), the calendar student day (if present) or 360.0.

The image below describes where Standard Day is set for each grade level (Image 8).

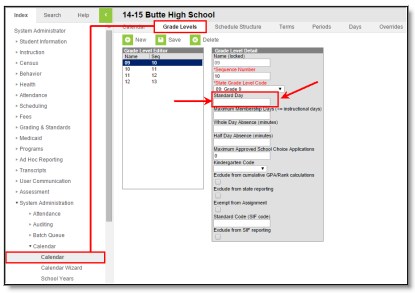

Image 8: Grade Level Standard Day

The image below describes where the calendar Student Day is set (Image 9).

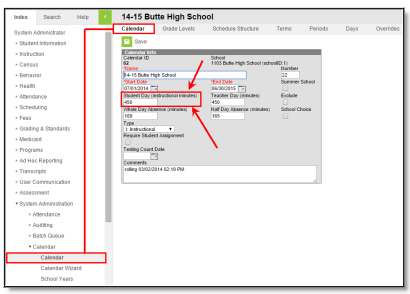

Image 9: Calendar Student Day

Previous Term F

PATH: *Grading and Standards > Grading Tasks > State Reported*

PATH: *Grading and Standards > Score Groups & Rubrics > State Score*

PATH: *Student Information > General > Grades*

This field reports the number of F grades the student had in the previous term.

Logic looks at enrollment start and end date and if end date is null or after final term start date, logic then looks at the Grades tab and finds the sum of all grades that are tied to a grading task marked as State Reported and tied to a State Grade of F.

The image below describes how a grading task is marked as State Reported (Image 10).

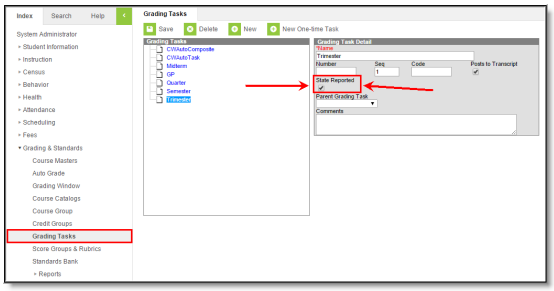

Image 10: Example of a Grading Task being set as State Reported

The image below describes how a score is mapped to a State Score within a score group (Image 11). This score group (and mapped score) must then be used when grading the student for the F grade to properly report.

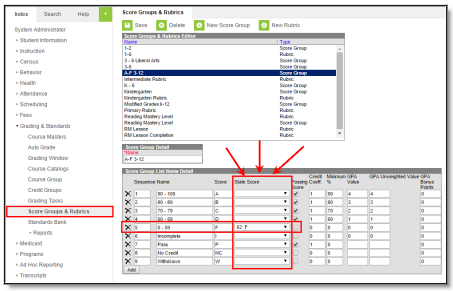

Image 11: Setting a State Score Grade Values

The image below shows a view of a student's grades for grading tasks within a class (Image 12).

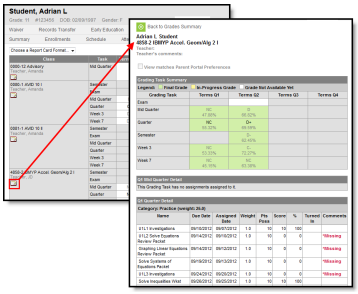

Image 12: Viewing a Student's Grading Task Grades

Previous Term A

PATH: *Grading and Standards > Grading Tasks > State Reported*

PATH: *Grading and Standards > Score Groups & Rubrics > State Score*

PATH: *Student Information > General > Grades*

This field reports the number of A grades the student had in the previous term.

Logic looks at enrollment start and end date and if end date is null or after final term start date, logic then looks at the Grades tab and finds the sum of all grades that are tied to a grading task marked as State Reported and tied to a State Grade of A.

The image below describes how a grading task is marked as **State Reported** (Image 13).

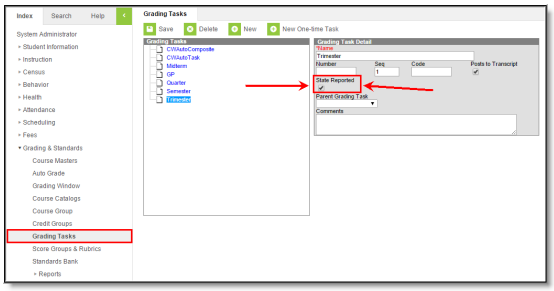

Image 13: Example of a Grading Task being set as State Reported

The image below describes how a score is mapped to a State Score within a score group (Image 14). This score group (and mapped score) must then be used when grading the student for the A grade to properly report.

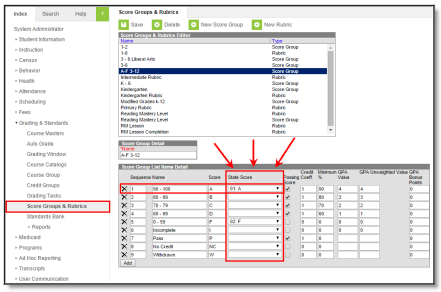

Image 14: Setting a State Score Grade Values

The image below shows a view of a student's grades for grading tasks within a class (Image 15).

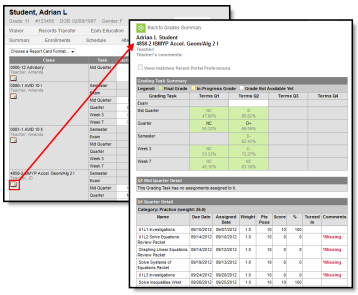

Image 15: Viewing a Student's Grading Task Grades

Credits Per Year

PATH: *Scheduling > Courses > Course > High School Credit*

PATH: *Student Information > General > Graduation > NCLB Cohort Year*

This field reports the number of high school credits the student is earning per cohort year.

Logic for this field is as follows:

1. Logic finds the number of transcript entries that are marked with High School and finds the sum of credits the student has earned as of the date of report generation.
2. Logic then finds the NCLB Cohort Year and subtracts this by the selected calendar's end year.
3. 3 is then deducted from the value found in Step 2.
4. The number of credits is then divided by the number found in Step 3.

The image below describes how a Course is marked as High School Credit(Image 16).

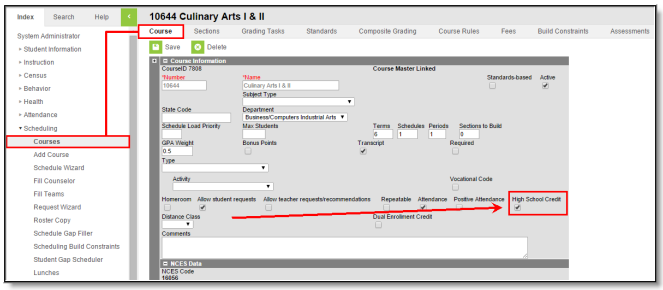

Image 16: Setting a Course to High School Credit

The image below describes where NCLB Cohort Year data is pulled from (Image 17). This year is determined based on the Grade 9 Date.

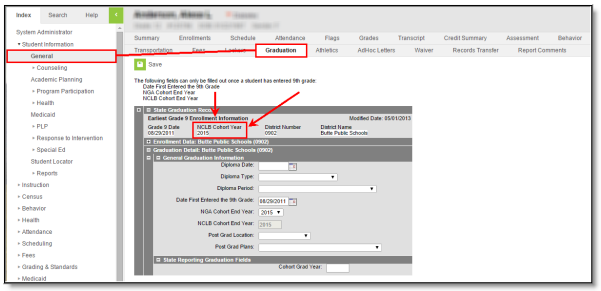

Image 17: NCLB Cohort Year

On Track

PATH: *Student Information > Academic Progress > Grad Progress*

This field indicates if the student is on track to graduate.

The following logic is used to report student On Track data:

- If a student's enrollment record is tied to a State Grade Level of 09 and Semester 01 is selected in the extract editor, a value of Y is reported.
- Logic looks at the student's active academic plan to find the number of credits required to graduate and divides this number by 4.
- If the value in Credits Per Year is equal to or greater than the quotient or if Credits Per Year is null, a value of Y is reported.
- If the value in Credits Per Year is less than the quotient, a value of N is reported.
- If the student is not assigned an academic plan, a value of Y is reported.

> For guidance on setting up and using Multi-Year Academic Planning, see this article.

The image below (Image 18) is an example of a student's Grad Progress (which includes many of the values used to calculate this field).

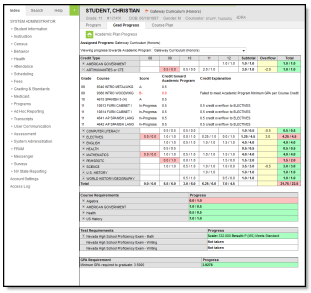

Image 18: Example of a Student's Grad Progress

Courses must be marked as High School Credit and posted to transcript (via the Transcript Post tool) in order to properly count towards a student's graduation progress. The image below (Image 19) is an example of a course being marked High School Credit.

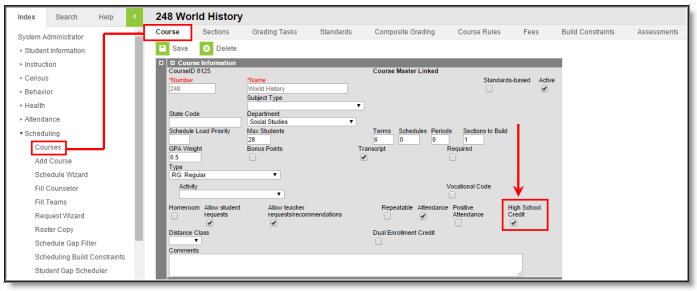

Image: 19: Marking a Course as High School Credit

You can also manually mark a course as High School Credit via the Edit button on a student's transcript (see Image 20).

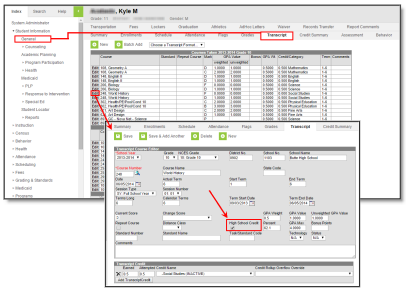

Image 20: Manually Marking a Course as High School Credit

60 Day Absences

PATH: *System Administration > Calendar > Calendar > Grade Levels > Standard Day*

PATH: *System Administration > Calendar > Calendar > Calendar > Student Day*

The number of absences during the last 60 calendar days.

Logic determines this value as follows:

1. Find the total number of minutes the student is marked absent, minus any lunch time, minus any present minutes counted and then divided by
    - The grade level standard day, if present
    - The calendar student day, if present (OR)
    - 360.0
        - IF quotient is greater than 1.00000, report a 1.00000 for that day
2. Round to the nearest hundred thousandth (5th decimal place)
3. Sum the above calculation for each day
4. Sum the calculations for Each Day for the enrollment period (enrollment start date to end date) to find the number of absences during the enrollment time period

The image below describes where a grade level Standard Day value is set(Image 21).

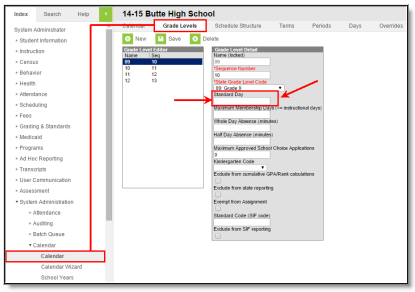

Image 21: Setting a Grade Level Standard Day

The image below describes where a calendar Student Day value is set (Image 22).

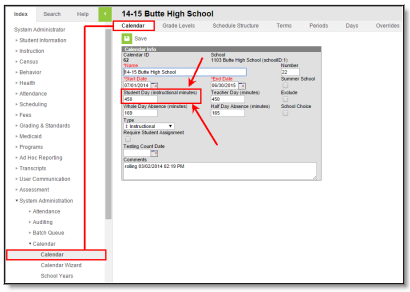

Image 22: Setting the Calendar Student Day Value

90 Day Absences

PATH: *System Administration > Calendar > Calendar > Grade Levels > Standard Day*

PATH: *System Administration > Calendar > Calendar > Calendar > Student Day*

The number of absences during the last 90 calendar days.

Logic determines this value as follows:

1. Find the total number of minutes the student is marked absent, minus any lunch time, minus any present minutes counted and then divided by
    - The grade level standard day, if present
    - The calendar student day, if present (OR)
    - 360.0
        - IF quotient is greater than 1.00000, report a 1.00000 for that day
2. Round to the nearest hundred thousandth (5th decimal place)
3. Sum the above calculation for each day
4. Sum the calculations for Each Day for the enrollment period (enrollment start date to end date) to find the number of absences during the enrollment time period

The image below describes where a grade level Standard Day value is set(Image 23).

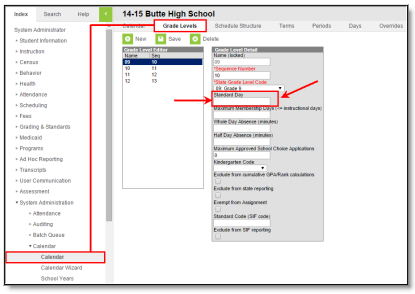

Image 23: Setting a Grade Level Standard Day

The image below describes where a calendar Student Day value is set (Image 24).

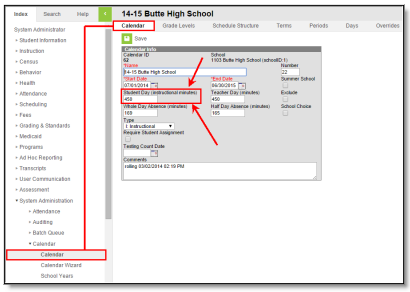

Image 24: Setting the Calendar Student Day Value