

## **Directions for Completing At-Risk of Retention Portion of Report Card**

When completing report cards for At-Risk of Retention students, please use the following guidelines:

1. Review the *“At-Risk of Not Meeting Grade Level Standards and/or At-Risk of Being Recommended for Retention”* criteria;
2. Click the box on the report card section for “At Risk of Retention”;
3. Go directly to the comments section and click on AR100E and/or AR100S for the required opening paragraph. It will automatically populate in the comment section;
4. Next, click on the applicable interventions or suggestions of what interventions should occur for the student. All comments begin with “AR”;
5. You have 4000 characters in the comment box – this DOES include spaces. The box will allow you to keep typing past this number, but a number count is displayed as you type. Only 4000 characters will show when you print. If space allows you can type in additional comments or chose from the menu of comments that do not begin with AR;
6. The office will print all copies of the Report Card;
7. When holding the parent conference, review the At-Risk of Retention paragraph and comments of what interventions are currently in place or should occur;
8. It is critical that you secure a parent’s signature next to the At-Risk of Retention Box;
9. Once it has been signed the copy with the parent’s signature should be turned into the Office Manager. Please put them in alphabetical order prior to turning in your report cards;
10. If the parent does not attend the conference, make a record of this by using a blue pen on the report card. Include all of the attempts made to contact the parent. Give this copy to the Office Manager. These will be mailed home.

According to Ed Code this is the only required signature for At-Risk of Retention students.

Aeries is equipped with the ability to generate a report of all students where the box has been checked for At-Risk of Retention. This query/report will be completed at the end of the conferencing period.

This process is to be followed if you hold the At-Risk of Retention conference during the first or second trimester conferencing period.

One strategy for At-Risk of Retention comments is to create one Word document with the initial paragraph and common interventions, copy, and then paste this into each At-Risk student’s comment box. This is a time saver and if you need to change the interventions you would just have to modify a few words. Please see the At-Risk tutorial on our website for more details.

We are available at any time to assist you. There is also a tutorial available on our district website with these step-by-step procedures. If you need assistance, please contact Niccole Wiseman at [nwiseman@smbds.net](mailto:nwiseman@smbds.net) or 361-8221 or Brian Rieke at [brieke@smbds.net](mailto:brieke@smbds.net) or 361-8155.