



## Student Performance Management System

### Overview

This system is to allow a district to define many different ways they need to track students and their performance for specific incentive programs such as Missouri's A+ program, or individual school programs which track At Risk Students, the possibilities are endless.

The system allows the schools in a district to define the criteria a student needs to meet to stay in compliance with the Student Performance Group they are assigned to. For example a student could be in the At Risk and an A+ program at the same time and each would be tracked separately.

The system allows for compliance checking at the official transcript level and for the automatic creation of alerts for the current transcript marking period not yet posted. For example if a school is on a typical S1, Q1, Q2 and S2, Q3, Q4 school year, S1 could be already posted to transcripts as official records and the current marking period is Q3 which means this is within the current transcript marking period of S2 as Q3 and Q4 comprise the S2 marking period.

The system allows for the tracking of attendance, discipline, community service and GPA criteria. Schools may also define other criteria to be tracked as well.

The system also allows staff in charge of such activities to manually control compliance entries if needed as well.

## Phase I – Defining the School Student Performance Groups

Here the school defines the student performance groups they wish to be tracked and alerted when the student does not meet the requirements established.

The screenshot shows a web application window titled "Student Performance Management System (Admin Access) - School Student Performance Groups". The interface includes a menu bar with "File" and "View", and a search bar with "Search", "Clear", "Refresh", and "Menu" options. The main content area displays "School Student Performance Groups" with a "0.002" value. Below this, there is a table with columns for "#", "Group Name", and "Description". The table contains one row: "1", "A plus", "A plus". To the right of the table are buttons for "Print", "Delete", and "Add New". At the bottom, there are navigation arrows, "1 of 1", and a "Recs: 25" dropdown menu.

#	Group Name	Description
1	A plus	A plus

Student Performance Management System (Admin Access) - School Student Performance Groups

File View Search Clear Refresh Menu

**Edit Information** 0.002

**- General Information**

Group Name \* A plus

Description A plus

**+ Update Information**

Cancel Save & Finish Save & Edit

Program Requirements Discipline Requirement Unique Requirements Group Statuses Grade Alert Attendance Alert SPG Notification

**Edit Information** 0.001

**- General Information**

Minimum Cumulative GPA or Higher 2.50 Enter 0 to indicate a requirement is NOT to be used.

Cumulative Overall Credits Earned 21 Enter 0 to indicate a requirement is NOT to be used.

Cumulative Credits Earned in District 0 Enter 0 to indicate a requirement is NOT to be used.

Cumulative Overall Average Daily Attendance % or Higher 90 Enter 0 to indicate a requirement is NOT to be used.

Cumulative Average Daily Attendance % or Higher in District 0 Enter 0 to indicate a requirement is NOT to be used.

Cumulative Community Service Hours or Higher 10 Enter 0 to indicate a requirement is NOT to be used.

**- Update Information**

Last User gsupport

Last Update 02-15-2008 11:59:24am

Save & Edit

### Program Requirements Tab

Here the user defines the many different criteria which determine if a student is in compliance with the performance group being established. This information checks against the transcript records specifically. So any course information which has been posted to the transcript records is used to process the criteria indicated here. This is unlike the Discipline, Grade Alert and Attendance Alert which are reviewed within the current transcript marking period not yet posted to the transcript.

Student Performance Management System (Admin Access) - School Student Performance Groups

File View Search Clear Refresh Menu

### Edit Information 0.002

**- General Information**

Group Name \*

Description

**+ Update Information**

Cancel Save & Finish Save & Edit

Program Requirements Discipline Requirement Unique Requirements Group Statuses Grade Alert Attendance Alert SPG Notification

### Edit Information 0.001

**- General Information**

Minimum Cumulative GPA or Higher  Enter 0 to indicate a requirement is **NOT** to be used.

Cumulative Overall Credits Earned  Enter 0 to indicate a requirement is **NOT** to be used.

Cumulative Credits Earned in District  Enter 0 to indicate a requirement is **NOT** to be used.

Cumulative Overall Average Daily Attendance % or Higher  Enter 0 to indicate a requirement is **NOT** to be used.

Cumulative Average Daily Attendance % or Higher in District  Enter 0 to indicate a requirement is **NOT** to be used.

Cumulative Community Service Hours or Higher  Enter 0 to indicate a requirement is **NOT** to be used.

**- Update Information**

Last User gsupport  
Last Update 02-15-2008 11:59:24am

Save & Edit

## Discipline Requirements Tab

Here the user defines the categories of discipline activity which will effect if a student is ineligible for the program. For example, the Substance Abuse category would be a common violation to be tracked and/or make a student non-compliant. The discipline criteria is used as an alert which may occur at any time. It is not bound by transcript records or marking periods.

**Student Performance Management System (Admin Access) - School Student Performance Groups**

File View Search Clear Refresh Menu

**Edit Information** 0.002

**- General Information**

Group Name: A plus  
Description: A plus

**+ Update Information**

Cancel Save & Finish Save & Edit

Program Requirements Discipline Requirement Unique Requirements Group Statuses Grade Alert Attendance Alert SPG Notification

**Offense Categories Which Will Make a Student Ineligible** 0.059

Total: 4 Delete Add New

#	Offense Category	Last User	Last Update	
1	Alcohol	gsupport	02-13-2008 08:54 am	<input type="checkbox"/>
2	Drug	gsupport	02-13-2008 08:54 am	<input type="checkbox"/>
3	Violent Act	gsupport5	02-13-2008 08:28 am	<input type="checkbox"/>
4	Weapon	gsupport	02-13-2008 08:54 am	<input type="checkbox"/>

<< >> 1 of 1 Recs: 25

### Unique Requirements Tab

This is where a user can define fields which will be used to track specific mile stones or requirements a student needs to meet which can be tracked. This is where unique data required cannot be tracked by the system in any other manner. Such fields such as **Financial Aid Has Been Filed by Student (FAFSA)** which would be a Yes or No field to indicate that a student had filed or not their financial aid papers.

The screenshot displays the 'Student Performance Management System (Admin Access) - School Student Performance Groups' interface. The main window is titled 'Edit Information' and shows a form for editing a group named 'A plus'. The 'General Information' section includes fields for 'Group Name' and 'Description', both containing the text 'A plus'. Below this is the '+ Update Information' section with 'Cancel', 'Save & Finish', and 'Save & Edit' buttons. A navigation bar at the bottom of the form contains tabs for 'Program Requirements', 'Discipline Requirement', 'Unique Requirements' (which is selected), 'Group Statuses', 'Grade Alert', 'Attendance Alert', and 'SPG Notification'. Below the navigation bar is a table titled 'Unique Requirements' with a 'Total: 0' and 'Delete' and 'Add New' buttons. The table has columns for '#', 'Unique Requirements', 'Description', 'Last User', and 'Last Update'. The table is currently empty, with the message 'There is no data...'. The status bar at the bottom of the table shows '1 of 0' and 'Recs: 25'.

If the user selects **Add Unique Requirement** then they will be presented with the following.

Student Performance Management System (Admin Access) - School Student Performance Groups

File View Search Clear Refresh Menu

**Edit Information** 0.004

- General Information

Field Name \* FAFSA

Field Description \* Financial Aid Papers Filed

Field Help Text  
Financial Aid Papers Filed

Allow User to Enter Comments \* Yes

Field Length 1

+ Update Information

Cancel Save & Finish Save & Edit

Unique Requirement Field Values

**Possible Values** 0.006

Total: 2 Delete Add New

#	Field value	Indicates Meeting Requirement	Default Value	Last User	Last Update
1	N	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	dkeeler	02-19-2008 11:07 am
2	Y	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	dkeeler	02-19-2008 11:08 am

<< >> 1 of 1 Recs: 25

Unique Requirement Field Values

**Edit Information** 0.001

- General Information

Field value \* Y Max. Length: 1

- Additional Information

Indicates Meeting Requirement \* Yes

Default Value \* No

Display Sequence 20

- Update Information

Last User dkeeler

Last Update 02-19-2008 11:08:51am

Cancel Save & Finish Save & Add

## Field Descriptions:

**Field Value:** Y (This will only allow for the entry of the number of characters or less to be entered as indicated in the **Field Length:** field associated with the main Unique Requirement record defined above.)

**Field Value Indicates Meeting Requirement:** Y User must select a value to be stored. If this field = Yes then it means this field value when selected on a student indicates they are meeting the fields requirement.

**Field Value is Default Entry Value:** N Pull down of values (**Y or N**) This indicates if the field value is to be used as the default value when the user is asked to enter the data.

**Field Value Display Sequence:** 10 Controls the order by which the field values are presented to the user.

## Group Statuses Tab

This is where a school may define the different status codes which indicate a student is active or inactive in a student performance group. The reason you may want this is that some groups may require specific criteria to remain eligible to be in. Some such as At Risk are just for students who are struggling and need closely tracked. The system is made whatever the criteria students within a group may be enrolled and activated / deactivated as needed.

Program Requirements Discipline Requirement Unique Requirements Group Statuses Grade Alert Attendance Alert SPG Notification

**Student Performance Group Status** 0.033

Total: 4

#	Status Name	Type	Last User	Last Update	
1	Active	<input checked="" type="checkbox"/> Active	gsupport5	02-15-2008 09:17 am	<input type="checkbox"/>
2	Withdrawn from program, Failed Criteria	<input type="checkbox"/> Inactive	gsupport	02-15-2008 10:09 am	<input type="checkbox"/>
3	Withdrawn from program, Moved from district	<input type="checkbox"/> Inactive	gsupport	02-15-2008 10:12 am	<input type="checkbox"/>
4	Withdrawn from program, Student/Parent Choice	<input type="checkbox"/> Inactive	gsupport	02-15-2008 10:12 am	<input type="checkbox"/>

1 of 1 Recs: 25

Program Requirements Discipline Requirement Unique Requirements Group Statuses Grade Alert Attendance Alert SPG Notification

**Edit Information** 0.001

**- General Information**

Status Name \*

Type \*

**- Update Information**

Last User gsupport

Last Update 02-15-2008 10:09:40am

### Grade Alert Tab

Here the user defines the different final grade values from the appropriate grading scale that will be used to alert staff of any students assigned to the performance group who currently have one of the selected final grades. This checks the students course final grades for the current transcript marking period which is not yet posted to transcript records.

Program Requirements | Discipline Requirement | Unique Requirements | Group Statuses | **Grade Alert** | Attendance Alert | SPG Notification

**Edit Information** 0.002

**- General Information**

**Final Grade Values** Kindergarten  
 E  P  NP  NM

Elementary Activity Courses  
 +  X  -

Pass Fail  
 PASS  FAIL

HS Grading Scale  
 A  A-  B+  B  B-  C+  C  C-  D+  D  D-  F  INC  P

MS Grading Scale  
 A  A-  B+  B  B-  C+  C  C-  D+  D  D-  F  INC  P

Elem. E M B  
 E  M  B  NA

Elem. Grading Scale  
 A  A-  B+  B  B-  C+  C  C-  D+  D  D-  F  P  CR  X  +  -  INCOMPLETE  NG

Save & Edit

### Attendance Alert Tab

Here the user defines the % of attendance a student must maintain within the current transcript marking period which has not yet been posted to the transcript records.

Program Requirements | Discipline Requirement | Unique Requirements | Group Statuses | Grade Alert | **Attendance Alert** | SPG Notification

**Edit Information** 0.001

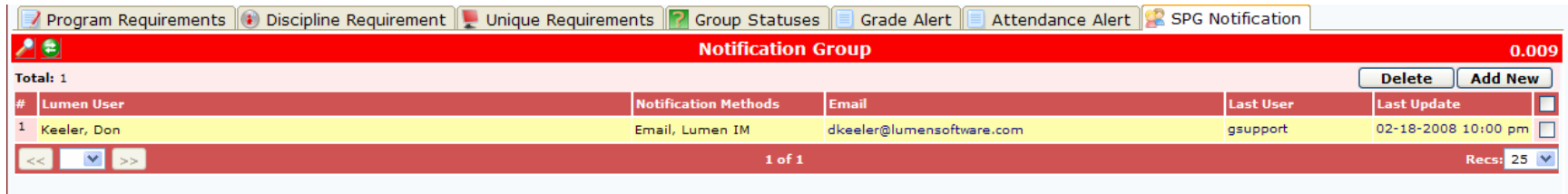
**- General Information**

Current Transcript Marking Period % of Attendance or higher a student must maintain

Save & Edit

### SPG Notification Tab

Here the user defines what users are to receive notification of any alerts encountered by the system. Also alerts may be viewed in the **School Student Performance Group Tracking** application.



The screenshot shows a web application interface with a navigation bar at the top containing tabs: Program Requirements, Discipline Requirement, Unique Requirements, Group Statuses, Grade Alert, Attendance Alert, and SPG Notification. The SPG Notification tab is active. Below the navigation bar is a red header for the "Notification Group" section, with a version number "0.009" on the right. Below the header, there are "Delete" and "Add New" buttons. A table lists notification groups with columns: #, Lumen User, Notification Methods, Email, Last User, Last Update, and a checkbox. One row is visible for "Keeler, Don" with notification methods "Email, Lumen IM", email "dkeeler@lumensoftware.com", last user "gsupport", and last update "02-18-2008 10:00 pm". At the bottom, there are navigation arrows, "1 of 1" page indicator, and a "Recs: 25" dropdown menu.

#	Lumen User	Notification Methods	Email	Last User	Last Update	
1	Keeler, Don	Email, Lumen IM	dkeeler@lumensoftware.com	gsupport	02-18-2008 10:00 pm	<input type="checkbox"/>

## Phase II – Assigning Students to School Student Performance Groups

The **Student Performance Group Assignment** application allows for the quick assignment of students who are to be part of a performance group.

Where to find this application: *EzStart -> Student Performance Management System -> Student Performance Management System -> Student Performance Group Assignment*

Below is the first screen displayed upon accessing this application. It basically displays all students who are already assigned to a performance group. Remember a student may be assigned to any number of performance groups simultaneously. To assign student select the **Assign Students to Performance Group** option.

Student Performance Management System (Admin Access) - Student Performance Group Assignment

Student Performance Group Assignment (High School) 0.04

Search By: School Building: High School, Grade Level: ALL, Performance Group: ALL, Lumen ID: , Student Name: , Student Status: Active

Total: 24

#	Student Name	Grade Level	Lumen ID	Group Name	Start Date	Exit Date	Overall Compliance Status	Status	
1		12		A plus	02-13-2008	02-15-2008	Non Compliant	Withdrawn from program, Failed Criteria	<input type="checkbox"/>
2		10		A plus	02-13-2008		In Compliance	Active	<input type="checkbox"/>
3		12		A plus	02-13-2008		In Compliance	Active	<input type="checkbox"/>
4		10		A plus	02-13-2008		In Compliance		<input type="checkbox"/>
5		11		A plus	02-13-2008		In Compliance		<input type="checkbox"/>
6		09		A plus	02-13-2008		Non Compliant		<input type="checkbox"/>
7		10		A plus	02-13-2008		Non Compliant		<input type="checkbox"/>

Buttons: Assign Students to Performance Group, Delete

Upon selecting the **Assign Students to Performance Group** option from above you will be displayed the following screen below.

**Assign Students to Performance Group** 0.036

Grade Level: ALL  
Performance Group: A plus  
Search By: Last Name, First Name, Student ID

Total: 201

#	Last Name	First Name	Grade
1		M	11
2		SH	11
3		JC	10
4		DE	12
5		CF	11
6		JC	12
7		KA	12
8		M	11
9		AL	10
10		KA	10
11		ST	09
12		DE	10

Process Student Assignment

Option you may use to select students to be assigned to a performance group.

Clicking this check box will mark all check boxes below.

You must check mark the students you wish to process and then select the Process Student Assignment option.

### Phase III – Checking Students for Compliance and Alerts

The **School Performance Group Compliance** application displayed below is where you run your compliance check. This will process all criteria defined to the system for the performance group you indicate and will update the student's compliance and alerts.

Where to find this application: *EzStart -> Student Performance Management System -> Student Performance Management System -> School Performance Group Compliance Check*

#	Group Name	Description	In Compliance	Non Compliant
1	A plus	A plus	0	24

## Phase IV – Managing Student Performance Groups

The **School Student Performance Group Tracking** application displayed below is where a student’s compliance may be monitored, commented upon and even managed manually by the appropriate staff.

*EzStart -> Student Performance Management System -> Student Performance Management System -> School Student Performance Group Tracking*

**School Student Performance Group Tracking (High School)** 0.042

Search By: School Building: High School, Grade Level: ALL, Performance Group: ALL, Lumen ID: , Student Name: , Student Status: Active

Total: 24

#	Student Name	Grade Level	Lumen ID	Group Name	Start Date	Exit Date	Overall Compliance Status	Status
1		12		A plus	02-13-2008	02-15-2008	Non Compliant	Withdrawn from program, Failed Criteria
2		10		A plus	02-13-2008		In Compliance	Active
3		12		A plus	02-13-2008		In Compliance	Active
4		10		A plus	02-13-2008		In Compliance	
5		11		A plus	02-13-2008		In Compliance	
6		09		A plus	02-13-2008		Non Compliant	
7		10		A plus	02-13-2008		Non Compliant	
8		09		A plus	02-13-2008		Non Compliant	
9		11		A plus	02-13-2008		Non Compliant	Active
10		09		A plus	02-13-2008		Non Compliant	

Here you may select a student to process by clicking on their listing and you may also run an individual updated compliance and alert check by check marking the line a student is listed on and selecting the Group Compliance Check option. A student may be listed several times in the list if they are enrolled in different performance groups.

**Student Performance Management System (Admin Access) - School Student Performance Group Tracking**

File View Search Clear Refresh Menu

**Student Performance Group Assignment** 0.052

---

**- Student Information**

School: High School  
 Student Name:  Active Student Summary View

---

**- Group Information**

Student Performance Group: A plus  
 SPG Status: Active  
 SPG Start Date: 02-13-2008 Today ... (mm-dd-yyyy)  
 SPG Exit Date:    Null Today ... (mm-dd-yyyy)  
 Overall Compliance Status: Non Compliant

---

**- Current Transcript Marking Period Alert(s)**

**Final Grade Alert(s)**  
 Student has a final grade of F in course (1010-1) WORLD GEOG, 2 class period, instructor

---

**- Program Requirements**

Minimum Cumulative GPA or Higher	Req.: 2.50	<span>In Compliance</span>	(02-19-2008)			Comments
Cumulative Overall Credits Earned	Req.: 21	<span>Non Compliant</span>	(02-19-2008)			Comments
Cumulative Overall Average Daily Attendance % or Higher	Req.: 10	<span>Non Compliant</span>	(02-19-2008)			Comments
Cumulative Community Service Hours or Higher	Req.: 10	<span>Non Compliant</span>	(02-19-2008)			Comments

---

**- Discipline Requirements**

Alcohol	<span>In Compliance</span>	(02-19-2008)			Comments
Drug	<span>In Compliance</span>	(02-19-2008)			Comments
Violent Act	<span>In Compliance</span>	(02-19-2008)			Comments
Weapon	<span>In Compliance</span>	(02-19-2008)			Comments

---

**- Unique Requirements**

FAFSA	-- not defined --	<span>In Compliance</span>	(02-19-2008)			Comments
-------	-------------------	----------------------------	--------------	--	--	----------

---

**- Update Information**

Last User: gsupport  
 Last Update: 2008-02-15 11:59:24

The Requirement Status (In Compliance / Non Copliant) is a pull down which a user can over ride. The Lock is used to indicate that no automated process is to update that field. The date (01/28/2008) is the date the automated compliance update was run and the compliance state was set.

**Student Summary View**

This option allows a user to view all elements of a student's compliance areas such as transcript, attendance, etc.

**Comments**

A user may enter comments into each criteria area.