

# SUNGARD® PUBLIC SECTOR

## eSchoolPLUS Student Success Plan

### User Procedures

#### Flow of Student Success Plan

- Identify students as At Risk, either manually or automatically (based on test scores)
- Develop one or more Student Success Plans per student to address the identified reasons, including prescribed Interventions and Parent/Student Goals and Objectives
- Record and report on progress as a result of the plan

Student Success Plan meets the needs of several state regulated intervention requirements:

- TX: Personal Graduation Plan (PGP)
- NY: Academic Intervention Services (AIS)
- OH: Student Success Plan (PGP)
- VA: Individual Learning Plan (ILP)
- CA: Alternative Schools Accountability Model (ASAM)
- OR: Oregon Response to Intervention (OR-RTI)

#### Identifying Students who are At Risk

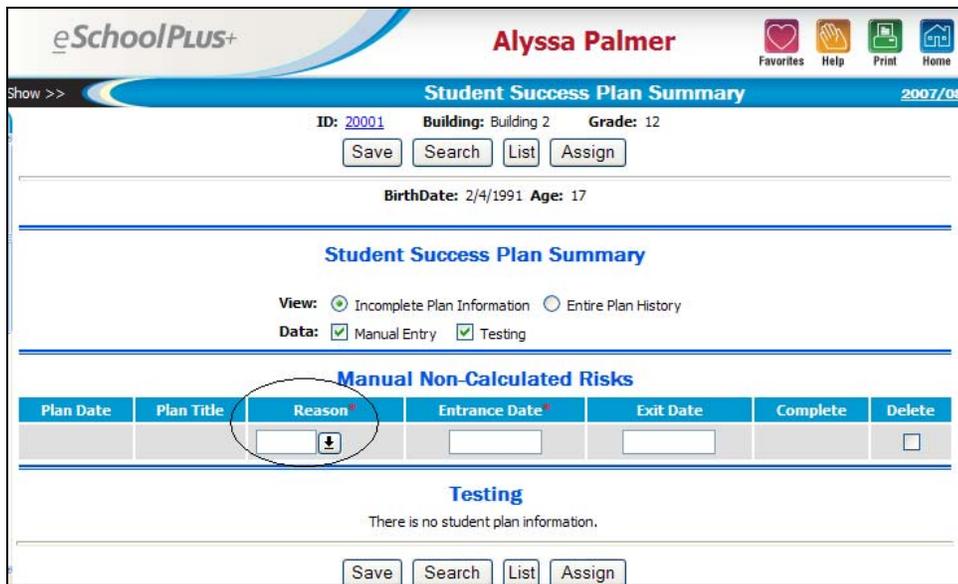
There are two ways to identify students who are at risk:

- Manually enter At-Risk Reasons.
- Run the At-Risk Calculation, which calculates student at-risk reasons based on test scores.

#### Manually Enter At-Risk Reasons using Success Plan Maintenance

1. Navigate to Student Center > Success Plan > Summary.
2. Search for the student who needs a Success Plan At-Risk Reason.
3. In the section labeled “Manual Non-Calculated Risks,” select a Reason code from the drop-down box.
4. Enter an Entrance Date for the start of the success plan.
5. Click Save.

Note: These At-Risk Reasons do **not** interface or interact with the At Risk flag on the student’s Personal page.



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#### Running the At-Risk Calculation (optional)

If your district has elected to automatically calculate at-risk reasons based on test scores, your system administrator should already have added At-Risk Criteria within the Test Score Center.

The At-Risk Calculation will compare the students' test scores based on the At-Risk Criteria, and add the specified At-Risk reason to the student's Success Plan files.

1. Navigate to Test Score Center > Calculations > At-Risk Calculation.
2. Respond to the prompts.
3. Click Run.

#### Sample At-Risk Calculation log file:

At-Risk Testing Calculation Log				
Student ID	Name	Grade	Qualification Description	Log message
12065	Morgan Jones	11	Sat Math	Student is at-risk.
20006	Chiharu Fujie	11	Sat Math	Student is at-risk.
20010	Tyrone Hall III	11	Sat Math	Student is not at-risk.
20030	Caitlin Morgenstern	09	Sat Math	Student calculated to be at-risk.

These are the messages that appear in the At-Risk Calculation log file:

- "Student is at-risk" means that the student was already calculated to be at risk for this qualification code before the calculation was run, and still is; the status has not changed.
- "Student is calculated to be at-risk" means that this is a new at-risk student; a new at-risk reason has just been assigned to this student with this calculation.
- "Student is not at-risk" means that the student was processed by the selection criteria in the At-Risk Testing Criteria setup for this Qualification Code, but either did not meet the Entrance Criteria (test score threshold) or has since met the Exit Criteria such that s/he is no longer At Risk for this Qualification Code. For example, the At-Risk Testing selection criteria might select all active 11<sup>th</sup> grade students. The Entrance Criteria might identify students with a Math score lower than 500 ("at-risk"), and the Exit Criteria might be a Math score higher than 500 ("not at-risk.")

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## Running the At-Risk Calculation (continued)

The results will appear in Student Center > Success Plan > Summary under the section labeled “Testing.”

**Student Success Plan Summary**

ID: [20030](#) Building: Building 2 Grade: 09  
 BirthDate: 1/5/1991 Age: 17

**Student Success Plan Summary**

View:  Incomplete Plan Information  Entire Plan History  
 Data:  Manual Entry  Testing

**Manual Non-Calculated Risks**

Plan Date	Plan Title	Reason	Entrance Date	Exit Date	Complete	Delete
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Testing**

Plan Date	Plan Title	Reason	Qualification Criteria	Entrance Date	Exit Date	Complete
Unassigned		SATMA - Student scored low on SAT Mathematics	SATMA - Sat Math	7/25/2008		

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#### Develop one or more Student Success Plans per student to address the identified reasons

To add or modify a student's Success Plan:

1. Browse to Student Center > Success Plan > Summary and select the student.

**Note:** You can also assign plans from the Success Plan Summary page (Success Plan Center > Summary) by clicking the Unassigned link.

2. Click the **Assign** button at the top of the page.
3. Select whether you want to add reasons to an existing plan or a new plan.
4. To add reasons to an existing plan, select the Use Existing Plan option and then select the plan date for the plan you want to add reasons to. If you cannot select this option, then the student does not have an existing plan.
5. Check the box or boxes that represent the reason(s) that the student is receiving a Success Plan.

**Hint:** To create a plan that does not have any reasons assigned to it, do not check the Selected box for any reasons.

6. Click **Save**.

The screenshot shows the 'Student Success Plan Maintenance' page for student Caitlin Morgenstern. The page includes a header with the eSchoolPLUS logo and user information. Below the header, there are fields for ID (20030), Building (Building 2), and Grade (09). There are buttons for Save, Search, List, and Summary. Below these are radio buttons for 'Use Existing Plan' and 'New Plan'. The 'New Plan' option is selected, and a date field shows 3/6/2008. A table titled 'Unassigned Reasons' has one row with a checked 'Selected' box, 'SATMA - Sat Math' qualification, and 'SATMA - Student scored low on SAT Mathematics' reason. There are buttons for Save, Search, List, and Summary at the bottom of the table.

7. The Student's Success Plan displays. You may enter a title for the plan, if desired. This title can be changed later.

**Note:** You must Save the plan to keep the title before entering any Interventions or Goals.

8. Leave the completion date blank. You may wish to change this later, when the student has completed the Plan.
9. If applicable, enter a Status for the plan. The Status is optional.
10. If applicable, check the "Sensitive" box if this plan is considered sensitive. Security can be used to prevent teachers and substitutes from viewing sensitive plans, to prevent sensitive plans from being displayed in Home Access Center, and to select only certain plans for reporting purposes.
11. Click **Save** to save the Plan and to save changes to the Plan.

#### Page Buttons:

- Click the **Attendance** button to view the student's Attendance Year View information. This is always view-only. Click **Return** to close the window.
- Click the **Testing** button to view the student's Test Score records.
- Click the **Printable** button to generate a report of this Success Plan for the student.
- Click the **Summary** button to return to the student's list of At-Risk reasons and list of existing plans.

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## Sample Student Success Plan

eSchoolPlus+
Morgan Jones

how >>
Student Success Plan
2007/08

ID: [12065](#)
Building: Building 2
Grade: 11

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**Plan Date:\*** 11/6/2008

**Plan Title:\***

**Completion date:**

**Status:**

**Sensitive:**

**Data:**     Interventions     Student Goals     Parent Goals     Testing

**Show Progress:**     All     Most Recent     None

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### Reasons

Reason	Qualification Criteria	Start Date	End Date
ATT - Student attendance is suffering		11/5/2007	
SATMA - Student scored low on SAT Mathematics	SATMA - Sat Math	1/25/2008	

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### Interventions

Completed	Intervention - Type
	<a href="#">Classroom Small Group Instruction - In Class Support</a>

---

### Student Goals

Completed	Goals/Objectives
	<b>Goal:</b> <a href="#">Improve Attendance</a>

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### Parent Goals

Completed	Goals/Objectives
	There are no parent goal records.

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### Testing

Test Date	Test	Subtest	Score	Value
11/17/2007	SAT - SAT	MATH - Math	SATM - SAT Math	480

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#### Adding Interventions

Interventions are optional. Some schools may choose to track goals and objectives with students' Success Plans without using Interventions. If using Interventions, your district should already have set up Intervention Types, such as Small Group Instruction, After School Instruction, etc. The intervention type may or may not have been set up with the option to enter Progress marks. Whether the Intervention Type allows for Progress marks cannot be configured at the student level.

To add an intervention:

1. Browse to Student Center > Success Plan > Summary.
2. Search for the student and select the student who has an existing success plan.
3. Click on the **Plan Title** hyperlink for the student's plan to open it.
4. Scroll down to the section labeled Interventions and click the **New** button.
5. The Intervention Detail page displays.
6. Select the Intervention Type from the table help list. Only one intervention may be added at a time.
7. If necessary, change the Start Date to be the date the intervention was started.
8. The Completion Date is usually left blank and filled in at a later date, when the intervention has been completed.
9. If applicable, specify a level, whether the intervention is considered sensitive, and/or specify a Role of Progress Evaluator (all are optional fields.)
10. TAC Progress Entry: If progress comments, or progress comments and marks, are tracked for these students, and the teachers will be reporting on progress via Teacher Access Center (TAC), enter a teacher or select a teacher from the "Student's Staff" hyperlink.
11. Progress Frequency: This defaults to the frequency that was specified in the Intervention Type setup, such as "Weekly." This can be changed here for this student's specific intervention. Options include:
  - A - As Needed* - to indicate that progress will not be entered at a scheduled frequency.
  - E - Each Day* - to indicate that progress will be entered daily.
  - W - Weekly* - to indicate that progress will be entered once a week. If you select this option, the Weekly field displays so you can select the day of the week on which progress will be entered.
  - S - Selected Dates* - to indicate that progress will be entered on selected dates. If you select this option, the Selected Dates field displays so you can enter a comma-delimited list of dates or you can select dates.
- Note:** Progress applies to both progress comments and progress marks.
12. Enter General Comments about the circumstances or implementation of this intervention, if applicable.
13. Click **Save** to save the Success Plan. Progress information cannot be accessed until the Intervention has been saved.

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#### Intervention Detail








show >>

### Intervention Detail

2007/08

**Student ID:** 12065 - Jones, Morgan

**Plan Date:** 11/6/2008

**Intervention:** \* SMGRP - Classroom Small Group Instruction

[Hide Detail](#)

**Start Date:** \*  

**Completion Date:**  

**Level:**   High - 4 times/month

**Sensitive:**

**Role of Progress Evaluator:**  

**TAC Progress Entry:**   [Student's Staff](#)

**Progress Frequency:** \*  

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### General Comments

Date	Comment*	Sensitive	Delete
<input type="text"/> 	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

### Progress

**Order Progress By:**  Date Ascending  Date Descending

**Auto-Calculate Progress:**  Display dates of expected progress (based on frequency)

**Show All Progress Between:**  And

Date*	PERF	Comment	Delete
11/10/2008	S 	Morgan appears to be more enthusiastic about attending school after particip	<input type="checkbox"/>
<input type="text"/> 	<input type="text"/> 	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>

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### User Procedures

#### Adding Interventions, continued

14. Once you have saved the Intervention, you can add or modify Progress comments and (if applicable) marks. Click **Refresh** to change the default settings.
15. Order Processing By: Ascending or Descending. Click Refresh to re-sort the list.
16. Auto-calculate Progress: Check this box if you want to create progress rows for all progress dates expected based on the start date of the intervention and the selected progress frequency. Then click Refresh.
17. Show All Progress Between: To limit the progress records that are displayed, enter the start and end date for the range of progress information that you want to display. Then click Refresh.
18. Date: Date of the progress evaluation. To generate progress rows based on the selected frequency, check the Auto Calculate Progress box and click **Refresh**.
19. Mark(s): Enter the mark to indicate the student's progress for the mark type. The labels for the mark types and the valid marks for each mark type are defined by your district. If the intervention does not have a progress mark associated with it, no mark columns will display.
20. Comment: Enter the progress comment for the student. This comment will display on the Student Success Plan page with the general comments.
21. When you are done entering and updating Progress information, click **Save**.
22. Click Return to go back to the student's main Success Plan.

#### Changing and Updating Interventions:

When you access an existing Intervention, a small hyperlink displays in the upper left corner: **Show Detail** or **Hide Detail**. Use this hyperlink to view or change the intervention start or completion date, level, sensitive flag, Role of Progress Evaluator, TAC Progress Entry staff members, and/or Progress Frequency.

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#### Adding Student/Parent Goals and Objectives

Goals and Objectives are optional. Your district may choose to use Student Goals, but not use Parent Goals, or to use Parent Goals for a specific purpose. The procedures for maintaining Parent Goals are the same as those for Student Goals.

1. Browse to Student Center > Success Plan > Summary.
2. Search for the student and select the student who has an existing success plan.
3. Click on the **Plan Title** hyperlink for the student's plan to open it.
4. Scroll down to the section labeled Student Goals (or Parent Goals) and click the **New** button.
5. The Goal Detail pop-up page displays. You must finish working in this page before browsing back to the previous page.
6. Select the Goal Type from the table help list. Only one goal may be added at a time.
7. If desired, enter a Comment about this Goal.
8. The Completion Date is usually left blank and filled in at a later date, when the intervention has been completed.
9. If you are not entering Objectives, click **Save**.

Student Goal Detail

**Student ID:** 12065 - Jones, Morgan

**Plan Date:** 11/6/2008

**Goal:** ATT - Improve Attendance

**Comment:**

**Completion Date:**

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Objectives

Date	Objective*	Comment	Delete
<input type="text" value="3/16/2008"/> <input type="button" value="Calendar"/>	SFR - Participate in Science Fair	<input type="text" value="Invest in peer relationships"/>	<input type="checkbox"/>
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Help"/>	<input type="text"/>	<input type="checkbox"/>

#### Adding Objectives

10. Still in the Goal Detail pop-up page, enter the date (if applicable) for the first objective.
11. Select the Objective from the Table Help list.
12. If desired, enter a comment about the Objective.
13. Enter additional objectives if necessary.
14. When you are finished entering Objectives for this Goal, click **Save**. You will be returned to the Success Plan main page.

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## Printable Student Summary

Printable Student Summary Plan - Microsoft Internet Explorer

ID: 12065    Name: Jones, Morgan    Building: Building 2    Grade: 11

Generate    Close

**Parameters**    Success Plan

Print Sensitive Interventions:

Print Sensitive Intervention Comments:

Print Student goals:

Print Parent goals:

Print At-Risk Reasons Detail:

Display Progress: All    From    To

Sort Intervention Comments: By Date

Student Header Text:

7/25/2008    Student Success Plan    Page 1 of 1

Header Text prints here

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**Student:** Jones, Morgan - 12065    **Plan Title:** Attendance Improvement Plan

**Grade:** 11    **Homeroom:** 112    **Counselor:** Mrs. Kombe    **Home Building:** 2 - Building 2

**Plan Date:** 11/6/2008    **Completion Date:**    **Status:**

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**Reasons**

<b>Qualification:</b>	<b>Reason:</b> ATT - Student attendance is suffering	<b>Start/End Date:</b> 11/5/2007
<b>Qualification:</b> SATMA - Sat Math	<b>Reason:</b> SATMA - Student scored low on SAT Mathematics	<b>Start/End Date:</b> 1/25/2008

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**Interventions**

<b>Classroom Small Group Instruction</b>	<b>Started:</b> 11/6/2008	<b>Completed:</b>	<b>Progress Responsibility:</b>	<b>Type:</b> In Class Support	<b>Level:</b> High - 4 times/month
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<u>Date</u>	<u>Perf</u>	<u>Comment</u>
11/10/2008		Morgan appears to be more enthusiastic about attending school after participation in the group class.

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**Student Goals**

<b>Improve Attendance</b>	<b>Completed:</b>
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<u>Date</u>	<u>Objective</u>	<u>Comment</u>
3/16/2008	Participate in Science Fair	Invest in peer relationships

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**Parent Goals**

<b>Improve reading to 90 words per minute</b>
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<u>Date</u>	<u>Objective</u>	<u>Comment</u>
	Review Homework Nightly	Work with student to make sure homework is complete.

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**Testing**

<u>SAT</u>	<u>Date</u>	<u>Subtest</u>	<u>Score</u>	<u>Value</u>
	11/17/2007	Math	SAT Math	480

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#### Student Success Plan Summary

You may browse a list of students who have Success Plans to view or maintain data via Success Plan Center.

1. Navigate to Success Plan Center > Summary.
2. Click Search.
3. Define the search criteria to locate students' success plans, and then click Search again.

#### Sample Criteria for Success Plan Search

The screenshot shows the 'Success Plan Summary Search' interface. At the top, there is a 'Search' button and a 'Clear Criteria' button. Below these are several search criteria rows, each with an 'And/Or' dropdown, an 'Area' dropdown, a 'Field Name' dropdown, a 'Condition' dropdown, a 'Value' text box, and a 'Delete' checkbox.

And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	Building	= (equals)	2	<input type="checkbox"/>
And	Student Success Plan	Plan Date	> (is greater than)	9/5/2007	<input type="checkbox"/>
And	Personal	Meal Status	is in (comma delimited list)	R,F	<input type="checkbox"/>
And	Qualification Reasons	Qual Reason	= (equals)	SATMA	<input type="checkbox"/>
And					<input type="checkbox"/>

4. The Search Results window will show a list of students who match your criteria, with their ID number and a green "magnifying glass" icon.
5. You can further narrow down your results by selecting only students who have unassigned At-Risk reasons, or you can hide students with completed plans.

The screenshot shows the 'Success Plan Summary' results page. It features a 'Search' button at the top, followed by the text 'Number of records found: 5'. Below this is a 'View:' section with two checkboxes: 'Show only students with unassigned reasons' and 'Hide completed plans'. There are also 'Expand All' and 'Collapse All' buttons. The main content is a list of student names, each preceded by a green magnifying glass icon:

- Bradley, Andrew - 20008
- Fujie, Chiharu - 20006
- Harris, Jasmine - 20014
- Jones, Morgan - 12065
- Morgenstern, Caitlin - 20030

A 'Search' button is located at the bottom of the page.

6. To view a list of the student's plans, click the green "magnifying glass" icon next to the student's name.
7. To view or maintain a specific plan for a student, click on the hyperlink that corresponds to the plan's name.

# SUNGARD® PUBLIC SECTOR eSchoolPLUS Student Success Plan User Procedures

## Success Plan Summary, continued

**Success Plan Summary**
2007/0

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Number of records found: 5

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### Success Plan Summary

View:  Show only students with unassigned reasons  Hide completed plans

**Bradley, Andrew - 20008**

Plan Date	Plan Title	Reason	Qualification Criteria	Entrance Date	Exit Date	Complete
5/15/2008	<a href="#">Improve Student SAT Math Scores</a>	SATMA - Student scored low on SAT Mathematics		5/7/2008		
6/1/2008	<a href="#">NEW</a>	DISC - Student has been cited for a disciplinary action		4/26/2008		

**Fujie, Chiharu - 20006**

**Harris, Jasmine - 20014**

**Jones, Maxton - 20055**

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#### Success Plan Report

**Student Success Plan Report**
2007/08

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**Building:\***

**Print Sensitive Plans:**

**Print Sensitive Interventions:**

**Print Sensitive Intervention Comments:**

**Print At-Risk Details:**

**Print Student Goals:**

**Print Parent Goals:**

**Print Completed Plans:**

**Print Plans For All Plan Dates:**

**Print Plan Date Range:**

**Log Statistics:**

**Display Progress:**

**Sort Intervention Comments:**

**Student Header Text:**

2  Building 2

Start Date:  By Date: 9/10/2007

By Prior Days:

End Date:  Today

By Date:

All  From  To

By Date

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**Filter**

And/Or	Area	Field Name	Condition	Value	Delete
	<input type="button" value="↓"/>				<input type="checkbox"/>

---

**Sort**

Area	Field Name	Sort	Delete
<input type="button" value="↓"/>			<input type="checkbox"/>

---

**Run Option**

Now  Once  Daily  Weekly  Monthly

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#### Success Plan Notifications

Success Plan notifications allow you to send letters and/or email to parents and guardians of students who have been calculated to be at-risk based on test score criteria. This program will generate a merge file that can be exported and used with Microsoft Word Mail Merge.

1. Browse to Success Plan Center > Notifications > Send Notifications.
2. Respond to the prompts.
3. Click Run.
4. From the My Home page, right-click the EntryMergeFile.txt and choose Save Target As.
5. Save the data file to your PC.
6. The available merge fields are listed in the eSchoolPLUS Online Help.

Sample EntryMergeFile.txt

```

building|building_name|entry_exit_date|contact_apartment|contact_city|contact_complex|contact_email|contact_email_preference|contact_first_name|contact_last_name|contact_name|contact_state|contact_street_name|contact_street_number|contact_street_prefix|contact_street_suffix|contact_street_type|contact_title|contact_zip|at_risk_tests|respond_to_email|student_apartment|student_city|student_complex|student_first_name|student_id|student_last_name|student_name|student_homerroom|student_grade|student_state|student_street_name|student_street_number|student_street_prefix|student_street_suffix|student_street_type|student_zip|template_path|SSPUserDefScreen1Field1|SSPUserDefScreen1Field2#2|Building
2|11/17/2007||BETHLEHEM||mojones@sungardps.net|N|Morgan|Jones|Morgan Jones|PA|Marsh|16|||Dr||18018|Test Subtest Score
Value----
--SAT Math SAT Math
480|||BETHLEHEM||Morgan|12065|Jones|Morgan Jones|112|11|PA|Marsh|16|||Dr|18018|||#2|Building
2|11/17/2007||BETHLEHEM||mjones@sungardps.com|N|Marcy|Jones|Marcy Jones|PA|Marsh|16|||Dr||18018|Test Subtest Score
Value----
--SAT Math SAT Math
480|||BETHLEHEM||Morgan|12065|Jones|Morgan Jones|112|11|PA|Marsh|16|||Dr|18018|||#
  
```