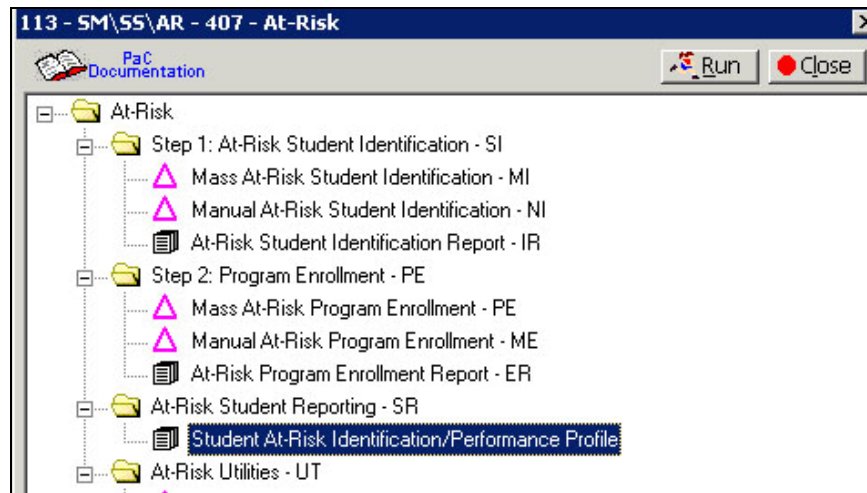


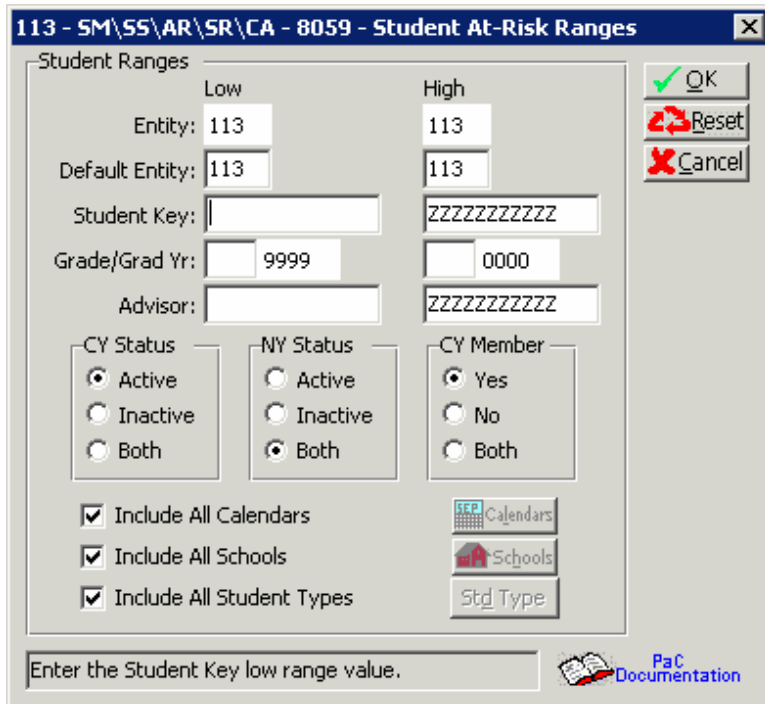
## HOW TO PRINT AT-RISK PROFILE SHEETS

1) Go to SM/SS/AR.

2) Select **At-Risk Student Identification/Performance Profile**. Click .



The screen below will appear. Set your settings as needed.



### Student Range Setup

**Default Entity:** Set to your campus number

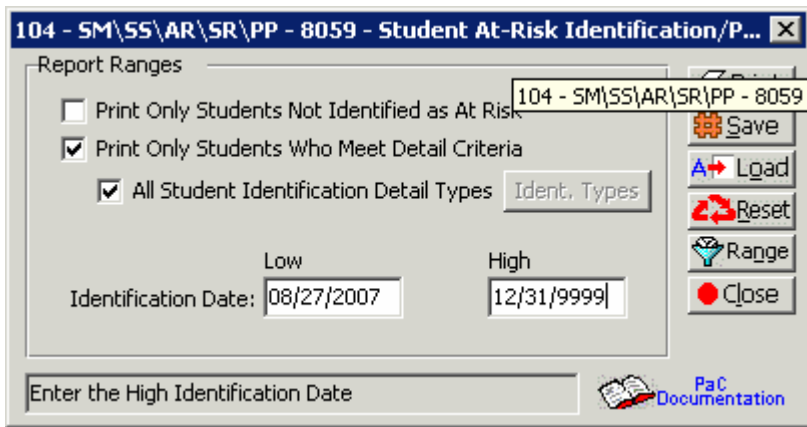
**Grade/Grad Yr:** Leave blank for all grade-levels or set to a certain grade range

**CY Status:** Set to active if you want only currently enrolled. Set to Both if you want to include withdrawn students.

**NY Status:** Set to Both

**CY Member:** Set to Active

3) Click **OK**.



**At-Risk Profile Setup**

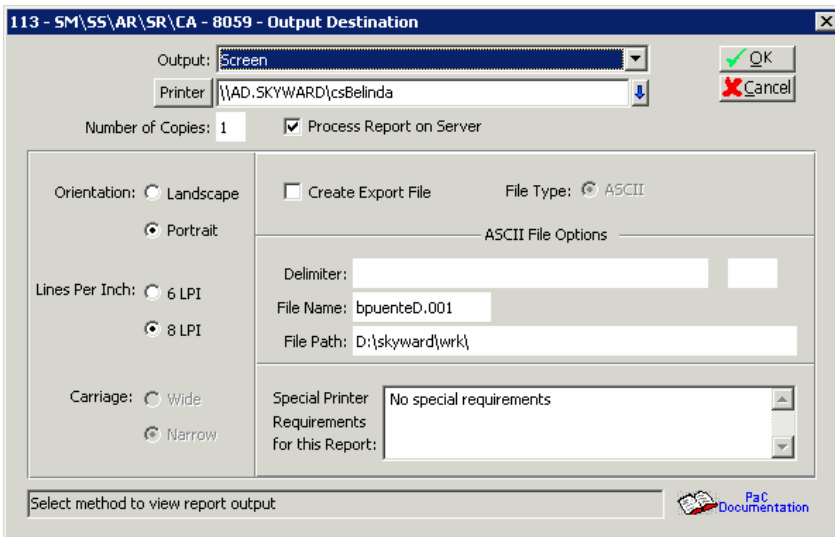
Check the box to **Print Only Students Who Meet Detail Criteria**.

Check the box **All Student Identification Detail Types**.

Set the **Low Identification Date** to be the first day of school (08/27/2007). Leave the **high date** as shown.

*NOTE:* To print students who meet only certain at-risk criteria, uncheck the **All Student Identification Detail Types** box

4) Click **PRINT**.



5) Set **OUTPUT** to **SCREEN**.

Make sure the **LINES PER INCH** is set to 8 LPI.

Click **OK**.

6) Below is a sample of the profile sheets.

