

TOOL 6

Dropout Profiles Related to Attendance, Credits, Credit Accumulation, Age, Withdrawal

Template for Individual Student Profiles

Purpose: This tool will help you identify the characteristics of dropout students in your community, enabling you to identify the factors that most affect your dropout population and tailor programs to address these factors. You may also want to construct similar tables for
Background: This tool will need to be adapted depending on the configuration of your district and school’s student information system or performance management system. If it is possible for your IT personnel to accomplish this, it will be helpful in developing further understanding of the characteristics of your dropouts.

Table 1: Individual Student Profile

Note. This table provides an Excel-based matrix that communities can download and use to create a more informed profile and analysis of the students who drop out from their schools by examining factors like attendance rates, credit accumulation, course performance

	Date Form is Completed:	Date Form is Completed:	Date Form is Completed:	Date Form is Completed:	Date Form is Completed:	Date Form is Completed:	Date Form is Completed:
Demographic Variables (only needed for a single school year)	Year Before High School (if available)	High School Year 1	High School Year 2	High School Year 3	High School Year 4	High School Year 5	High School Year 6
Unique Numeric Student ID Number	X	X	X	X	X	X	X
Gender	X	X					
Race	X	X					
ESOL Status	X	X					
Special Ed Status	X	X					
Date of Birth	X	X					
Free-Reduced Price Lunch (yes/no-optional)	X	X					
School Performance Variables (needed yearly)							
Number of School Days Attended	X	X	X	X	X	X	X
Number of School Days Absent (Total)	X	X	X	X	X	X	X
Number of School Days Absent (Excused)	X	X	X	X	X	X	X
Number of School Days Absent (Unexcused)	X	X	X	X	X	X	X
Number of Incidents of Out of School Suspensions	X	X	X	X	X	X	X
Number of Days of Out of School Suspensions	X	X	X	X	X	X	X
Required State Test Scores (if any taken that year, list required subjects or tests)	X	X	X	X	X	X	X
Passed/Failed Tests Needed for Graduation (list required subjects or tests)	X	X	X	X	X	X	X
Final Letter Grade for Math Course(s)	X	X	X	X	X	X	X
Final Letter Grade for English/Reading Course(s)	X	X	X	X	X	X	X
Final Course Marks, or Overall Student GPA (if possible)	X	X	X	X	X	X	X
Number of Credits Attempted	X	X	X	X	X	X	X
Number of Credits Earned	X	X	X	X	X	X	X
Total Credits Needed to Graduate	X	X	X	X	X	X	X
Numeric Code for School Attended	X	X	X	X	X	X	X
Grade Level	X	X	X	X	X	X	X
Enrollment Status (specifically, attending, withdrew, dropped out, or transferred)	X	X	X	X	X	X	X
Date of School Entry	X	X	X	X	X	X	X
Age at School Entry	X	X	X	X	X	X	X
Date of School Exit	X	X	X	X	X	X	X
Age of School Entry	X	X	X	X	X	X	X
Date of School Re-Entry (if applicable)	X	X	X	X	X	X	X
Reason for Dropout (if available)	X	X	X	X	X	X	X

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Template for Dropout Profiles

Purpose: Using the student-level data from the previous worksheet, schools or districts should be able to construct a profile of their dropouts that looks something like this. Other, more detailed crosstab tables will also be possible depending on the depth of available data, but the following tables should give districts a better picture of the students who are dropping out of their high schools, when they are dropping out, and what their specific needs or problem areas may be. **The totals in these tables will equal the total number of individual student dropout profiles created using the previous worksheet. The formulas for the totals are included in the cells.**

Table 2: Credits Needed to Graduate

Note. This can be edited based on the number of credits needed to graduate by district. The basic premise of this table is to examine the grade level of dropout students. Are most dropout students in your community just shy of having enough credits to graduate? Or, do they still need one-quarter of their credits? One-half of their credits?

Credits Needed to Graduate	Number of Students Who Dropped Out	Percentage of Students Who Dropped Out
Two or fewer		
1/4 of total credits needed		
1/4-1/2 of total credits needed		
1/2-3/4 of total credits needed		
More than 3/4 of total credits		
Total	0	0

Table 3: Age at High School Entry/Dropout

Note. The basic premise of this table is to examine the age of dropout students when they enter and exit high school. Are dropout students in your community overage when they enter high school? When they drop out of high school?

Age at High School Entry	Age at Dropout							Total
	20 or older	19 years old	18 years old	17 years old	16 years old	15 years old	14 years or younger	
14 or Younger								0
15 years old								0
16 years old								0
17 years old								0
Total	0	0	0	0	0	0	0	0

Table 4: Attendance Rate for School Year Prior to Dropout

Note. The basic premise of this table is to examine the attendance rates of students who drop out. This table can be constructed to summarize overall attendance rates, unexcused absence rates, or excused absence rates. We have found that both unexcused and excused absence rates affect the likelihood that a student will drop out of high school. Do students who drop out in your community have low overall attendance rates? Do they have high unexcused absence rates? Excused absence rates?

Attendance Rate	Number of Students Who Dropped Out	Percentage of Students Who Dropped Out
95% or higher		
90-94.9%		
80-89.9%		
70-70.9%		
Below 70%		
Total	0	0

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Template for Dropout Profiles CONTINUED

Table 5a: Credit Accumulation and Age of High School Dropout

Note. Similar to Table 2, the basic premise of this table is to examine the grade level of students who dropout and how this varies by age. Do students of different ages in your community show different patterns of credit accumulation when they dropout? Do students just shy of having the credits necessary to graduate tend to be older than students who still need to complete one-quarter of their credits? One-half of their credits?

Total Credits Needed to Graduate	Age of High School Dropout						Total
	14 or Younger	15 years old	16 years old	17 years old	18 years old	19 years old	
Two or fewer							0
1/4 of total credits needed							0
1/4-1/2 of total credits needed							0
1/2-3/4 of total credits needed							0
More than 3/4 of total credits							0
Total	0	0	0	0	0	0	0

Table 5b: Credit Accumulation and Attendance Rate School Year Prior to Dropout

Note. Similar to Table 2, the basic premise of this table is to examine the grade level of students who drop out and how this varies by attendance rates. This table can be constructed to summarize overall attendance rates, unexcused absence rates, or excused absence

Credits Needed to Graduate	Attendance Rate School Year Prior to Dropout					Total
	95% or higher	90-94.9%	80-89.9%	70-70.9%	Below 70%	
Two or fewer						0
1/4 of total credits needed						0
1/4-1/2 of total credits needed						0
1/2-3/4 of total credits needed						0
More than 3/4 of total credits						0
Total	0	0	0	0	0	0

Table 6: Indicators of Falling Off Track, by Year

Note. The following indicators are the top ten factors that we have found to affect the likelihood that a student drops out from high school. Which factors are most prevalent among your community's population of dropouts?

Indicator	Number of Students Who Dropped Out	Percentage of Students Who Dropped Out
Repeated 9th Grade		
Repeated 9th Grade Multiple Times		
2 or More F's in 9th Grade		
D average in 9th Grade		
C- average in 9th grade		
Attendance Rate Below 85% For First Time in 9th Grade		
Repeated 10th Grade, Did Not Repeat 9th Grade		
Promoted On-Time to 10th Grade, Dropped out in 11th or 12th Grade		
Earned Enough Credits for Graduation, Did Not Pass Exit or End of Course Exams Needed for Diplom:		
Two or More Suspensions Before Dropped Out		