BEGINNING NOTE: Data-coding entries made manually by the campus must have a manual end date entered by the campus. The end date will not automatically populate if the campus added students manually. The end date for this school year should be 5/26/2016 – the day after the last day of school for students.

Students who are new to HISD will need to have their records reviewed to see if they meet any of the at-risk criteria. If so, the school will need to manually code those students new to HISD with an at-risk reason and manually put an end date – 5/26/2016.

<table>
<thead>
<tr>
<th>At-Risk Criterion #</th>
<th>At-Risk Criterion (Reason)</th>
<th>At-Risk Coding Panel</th>
</tr>
</thead>
</table>
| **Reason Code #01** | Did not perform satisfactorily on a readiness test PK - (CIRCLE Assessment) and K-3 – (iStation Assessments). (current school year only) | **Chancery Student Information System:**  
♦ Chancery will populate this field if the assessments for these grade levels show the student did not perform satisfactorily.  
♦ Schools will need to code any students new to HISD and meet this criterion under reason code #01 and those who were not automatically populated by the deadline.  
**End Date:**  
♦ System will add an end date – unless the information was manually entered at the campus. |
| **Script** – PK-3 – existing students who tested by the deadline  
**Manual Entry** - PK-3 – new enrollees or students not automatically populated by the deadline |
| **Reason Code #02** | Is in grade 7, 8, 9, 10, 11, or 12 and failed 2 or more courses in the foundation curriculum (a semester in the preceding or current school year or the current semester) | **Chancery Student Information System:**  
♦ Chancery will populate in the fall and the spring.  
♦ Schools will need to code any students new to HISD and meet this criterion under reason code #02.  
**End Date:**  
♦ System will add an end date – unless the information was manually entered at the campus. |
| **Script** – Grades 7-12 – existing students  
**Manual Entry** – new enrollees |
| **Reason Code #03** | Was not advanced to the next grade level (retained) for one or more school years (any past or current school year)  
**Script** – Grades 1-12 – existing students  
**Manual Entry** – Grades 1-12 – new enrollees  
**Note:** a student is not at-risk if the student is retained in PK or K as a result of the parent’s written request. | **Chancery Student Information System:**  
♦ Chancery will populate.  
♦ Schools will need to code any students new to HISD who meet this criterion under Reason Code #03.  
**End Date:**  
♦ There will be no end date.  
**Note:** Students remain at-risk their entire school career under this criterion. |
<table>
<thead>
<tr>
<th>At-Risk Criterion #</th>
<th>At-Risk Criterion (Reason)</th>
<th>At-Risk Coding Panel</th>
</tr>
</thead>
</table>
| Reason Code #04     | Failed one or more sections of the TAKS/STAAR/End of Course tests and/or has not met the 110% level of satisfactory performance (any past or current school year until they meet the 110% level of satisfactory performance) | Chancery Student Information System:  
♦ Chancery will populate.  
♦ Schools will need to code any students new to HISD who meet this criterion under reason code #04.  
End Date:  
♦ System will add an end date – unless the information was manually entered at the campus.  
Note: No Pre-K students should be included under this Reason Code - #04. |
| Reason Code #05     | Is pregnant or is a parent (any past or current school year) | Chancery Student Information System:  
♦ Chancery will populate from another panel.  
♦ Schools will need to code any other pregnant students during the year under reason code #05.  
Note: If a campus can document that a student is pregnant or a parent they can code that student as at-risk even if they are not receiving pregnancy/parenting services under reason code #05.  
End Date:  
♦ There is no end date (see below).  
Exception: Because of the trigger, If the student is no longer pregnant and is not parenting, the school will need to create a new record and add an end date of 5/26/2016. Then, delete the old record. |
| Reason Code #06     | Has been placed (mandatory placement according to TEC § 37.006) in a disciplinary alternative education program (preceding or current school year) | Chancery Student Information System:  
♦ Chancery will populate all records that are available.  
♦ Schools will need to verify records and code any students new to HISD who meet this criterion under reason code #06.  
End Date:  
♦ System will add an end date - unless the information was manually entered at the campus. |

**Script** – Grades 11- Exit Level (TAKS)  
– Grades 3-9 STAAR/End of Course – Existing Students  
Manual Entry - New enrollees  

**Triggers** – PRS Panel and the PEP Panel  

**Manual Entry** – Any student who is pregnant or a parent and is not in PRS/Life Skills program  

**Note:** Unfortunately, this can be a student in any grade level….not just secondary. There may be cases where an elementary student may be pregnant or a parent. It can also be male students who are parents.  

**Trigger** - Discipline Panel – only mandatory placements will be included.  

**Manual Entry – New Enrollees**  

**However** – schools must verify records to be sure that a placement that is not mandatory is not included on this panel.
<table>
<thead>
<tr>
<th>At- Risk Criterion #</th>
<th>At-Risk Criterion (Reason)</th>
<th>At-Risk Coding Panel</th>
</tr>
</thead>
</table>
| Reason Code #07     | Has been expelled in the preceding or current school year (preceding or current school year) | **Chancery Student Information System:**  
  - Chancery will populate from the discipline panel.  
  - Schools will need to code any students new to HISD and meet this criterion under reason code #07.  
  **End Date:**  
  - System will add an end date - unless the information was manually entered at the campus. |
|                     | **Trigger - Discipline Panel**                                                              | **Manual Entry – New Enrollees**                                                      |
|                     | **Script - TEA Dropout Report**                                                             | **Manual Entry – New Enrollees**                                                      |
| Reason Code #08     | Is currently on parole, probation or deferred prosecution (current school year only)        | **Chancery Student Information System:**  
  - Schools must enter the record, under reason code #08, and the start date.  
  **End Date:**  
  - Schools must add an end date (5/26/2016). |
|                     | **Manual Entry by Campus ONLY**                                                            | **Manual Entry - By Campus Only**                                                    |
| Reason Code #09     | Was previously reported through PEIMS as a dropout (any past or current school year)        | **Chancery Student Information System:**  
  - Chancery will populate.  
  - Schools will need to code any new students who meet this criterion and under reason code #09.  
  **End Date:**  
  - There will be no end date.  
  **Note:** Students remain at-risk the rest of their school career under this criterion. |
|                     | **Script - TEA Dropout Report**                                                             | **Manual Entry – New Enrollees**                                                      |
| Reason Code #10     | Is Limited English Proficient (any past or current school year)                             | **Chancery Student Information System:**  
  - Chancery will populate from the LEP panel.  
  - Schools will need to code any students new to HISD and meet this criterion under reason code #10.  
  **End Date:**  
  - System will add an end date for students’ records automatically populated when an Exit Date is populated in the LPAC panel. |
|                     | **Trigger - LEP Panel**                                                                    | **Manual Entry – New Enrollees**                                                      |
## Chancery At-Risk Coding Panel Chart – 2015-2016

<table>
<thead>
<tr>
<th>Reason Code #11</th>
<th>At-Risk Criterion (Reason)</th>
<th>Chancery Student Information System:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Entry by Campus ONLY</td>
<td>Is in the custody or care of the Department of Family and Protective Services – CPS (current school year)</td>
<td>• Schools must enter the record, under reason code #11, and the start date.</td>
</tr>
<tr>
<td></td>
<td>Manual Entry - By Campus Only</td>
<td>• A record must be added each year if the student is still in CPS custody.</td>
</tr>
<tr>
<td></td>
<td>Must be reviewed and coded based on current year.</td>
<td>• Schools must add an end date (5/26/2016).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason Code #12</th>
<th>At-Risk Criterion (Reason)</th>
<th>Chancery Student Information System:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Entry by Campus ONLY</td>
<td>Is homeless (current school year)</td>
<td>• Schools must enter record and the start date based on the date you received the Student Assistance Questionnaire under reason code #12.</td>
</tr>
<tr>
<td></td>
<td>Manual Entry - By Campus Only</td>
<td>• Schools must add an end date (5/26/2016).</td>
</tr>
</tbody>
</table>

**Note 1:** Schools will only need to enter homeless information on the At-Risk Coding Panel. The panel now includes the Homeless Data information as well.

**Note 2:** ALL Homeless Data panels must be completed for ALL homeless students.

**Note 3:** The Homeless Data panels include: The Nighttime Residence Panel, The Homeless Funding Panel (Unaccompanied Youth), The Homeless Status panel (includes Homeless Cause and Homeless Services.) Please be sure everything is coded!

**Note 4:** To verify, run the H_Audit Homeless Report.

**Note 5:** Records should be checked to see that any student coded as homeless for a preceding school year should have an end date for those records.
<table>
<thead>
<tr>
<th>Reason Code #13</th>
<th>Chancery Student Information System:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resided in the preceding school year or resides in the current school year in a residential placement facility in the district (preceding or current school year)</td>
<td><strong>Chancery</strong> will populate data they have based on addresses; schools must verify and add students that enroll on their campus.</td>
</tr>
<tr>
<td><strong>Script:</strong> Based on Addresses</td>
<td><strong>Schools</strong> will need to code any students new to HISD and meet this criterion under reason code #13.</td>
</tr>
<tr>
<td><strong>Manual Entry – New Enrollees</strong></td>
<td><strong>End Date:</strong></td>
</tr>
<tr>
<td><strong>Note:</strong> Students are not coded as at-risk under this criterion if they are in a foster home. Those students should be under Criterion 11 – students who were/are in custody of CPS. Criterion 13 is for students in a Foster Group Home as well as other residential placement facilities.</td>
<td><strong>Schools</strong> must add an end date (5/26/2016) for anyone they enter in the At-Risk Coding Panel under reason code #13.</td>
</tr>
<tr>
<td><strong>System</strong> will add an end date - unless the information was manually entered at the campus.</td>
<td></td>
</tr>
</tbody>
</table>