

Macomb Intermediate School District

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MANAGEMENT TECHNOLOGY

# Macomb Early Warning and Intervention System Tool

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MISD PowerSchool Enhancement Documentation

Macomb County Schools

# EWS

Early Warning System for PowerSchool

July 2016

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# Contents

<b>Macomb Early Warning and Intervention System Tool .....</b>	<b>3</b>
Project Status .....	3
Features .....	4
Alerts .....	4
School Setup .....	4
Student Dashboard.....	4
Multi Student Reports .....	4
Updates Every 24 Hours.....	4
Alert History .....	4
Alert Indicators .....	5
Pilot District Feedback.....	5
School Setup .....	6
Attendance Setup.....	7
Pilot District Feedback.....	7
Grades Setup.....	8
Pilot District Feedback.....	8
Behavior Setup .....	9
Pilot District Feedback.....	9
Credit Setup .....	10
Pilot District Feedback.....	10
Grades Used .....	11
Low Grade Alert .....	11
Credit Alert.....	11
Pilot District Feedback.....	11
Student Dashboard.....	12
Pilot District Feedback.....	12
Dashboard Note .....	13
Pilot District Feedback.....	13
Dashboard Graphs & Tables.....	14
Attendance by Period .....	14
Attendance by Percent .....	14
Attendance by Course.....	15
Discipline Incidents .....	15
Courses Failing or in Danger of Failing .....	15
Current Grades Compared to Rest of Student’s Class .....	16
Current Grades Compared to Rest of Course.....	17
Credit Status .....	18
EWS History .....	18
Student Reports .....	19
SQL4 Report .....	19
PowerTeacher .....	21
Student Dashboard.....	21
Reports in PowerTeacher.....	21
More Information .....	21

# Macomb Early Warning and Intervention System Tool

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The Macomb Early Warning and Intervention System (MEWIS) enables schools and districts to identify students in middle school and high school who may be at risk for academic failure and to monitor these students' responses to interventions.

Macomb's Early Warning System tracks student grades, attendance, behavior, and credits toward graduation. The intended purpose is to support students who have an increased risk of academic failure, in order to get them back on track for academic success and eventual graduation.

Within PowerSchool, the Macomb Early Warning System integrates information coming from multiple sources (e.g., attendance, behavior, grades, credits) into an analytic tool that allows teachers, counselors, and administrators to obtain real-time, comprehensive information regarding the strengths, needs, and current status of a student.

The factors identified as indicative of failure/dropping out used in version 1 of this tool are based on nationally recognized studies of the student dropout problem. Schools are encouraged to validate these factors or note others to establish parameters that generate at risk flags for their students using local school information.

## Project Status

The Early Warning System in Macomb County began as a pilot project in 2013-2014 with three pilot districts. The pilot districts used the Early Warning System at one or more schools and met several times throughout the year with the MISD EWS Team to ask questions, share experiences, and provide feedback.

Each school using the Early Warning System was encouraged to develop an Early Warning Team consisting of a building administrator, counselor, PowerSchool liaison, and one or more teachers. The team met regularly with consultants from MISD to plan implementation of the project and discuss intervention strategies.

A second pilot phase began in the 2014-15 school year with the majority of districts in Macomb County joining the original pilot group. Modifications have been made based on feedback from the original pilot districts and the districts coming on board this year.

## Features

The list below reflects several of the features that are currently part of the Early Warning System.

### Alerts

The Macomb Early Warning System in PowerSchool is based on triggers to reflect 4 risk factors: Attendance, Behavior, Grades, and Credits.

#### ***Math and ELA Alerts***

In addition to the alert reflecting low grades in any course, there is also an alert to indicate a low grade in Math and another to indicate a low grade in ELA.

#### ***New Student Alert***

Another new3 alert has been added to indicate that the student is new to the building. It will be displayed for the 21 days after the student arrives.

No new alerts are created or changed in the first 21 days that a student is in the new school building. If there are alerts present with the new student alert, they reflect alerts from a different school building within the same district that were set for the student within the past 4 months.

### School Setup

Risk levels for the alerts can be set individually for each school in the district using a setup screen in PowerSchool.

### Student Dashboard

Clicking on alerts in PowerSchool or PowerTeacher will provide rich information in tables and graphs, reflecting the detailed information behind the alerts for that student.

### Multi Student Reports

Reports for multiple students can be printed or imported into Excel. The reports can include all students in the school, a specific selection of students, or all students with alerts.

### Updates Every 24 Hours








Macomb Early Warning System in PowerSchool alerts will be updated every 24 hours and displayed on all student pages in PowerSchool.

### Alert History

Alert history is maintained to indicate when alert status changes. The information will be used in future reports to track trends in alerts for individual students and student groups.

## Alert Indicators

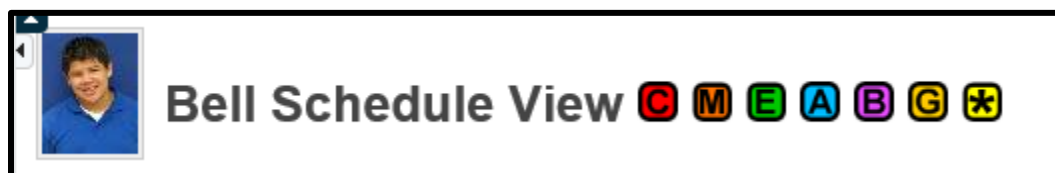
The Early Warning System (EWS) is designed to alert administrators, counselors, social workers, and teachers when students have one or more alert triggers that may indicate problems that need to be addressed. There are 7 alert indicators which are:

	<b>Attendance:</b> Percentage/number of school days missed, specify number of periods and attendance codes.
	<b>Behavior:</b> Number of discipline log entries.
	<b>Grades:</b> Number of courses with minimum number of the specified grades.
	<b>Credit:</b> Number of credits earned compared to number expected for grade level.
	<b>ELA:</b> A low grade in ELA course.
	<b>Math:</b> A low grade in a Math course.
	<b>New Student:</b> Student is within the first 21 days at the school as a new student. Any other alerts displayed reflect alerts from the previous school in the district. Alerts from the currently enrolled school will display after the 21 day period.

Not all of these indicators will be used at each grade level. As an example, the Credit Level might only be used for high school students.

The EWS alerts are calculated by a program that runs each night. When an alert is triggered for a particular student, an alert icon displays on their student pages. Each student may have up to 7 alert icons displayed, based on the 7 indicators listed above.

The EWS alerts can be viewed on most student pages.



### Pilot District Feedback

Additional alerts have been requested. Since the Credit alert only pertains to high school students, one request has been to include Math and ELA alerts to indicate when students are failing one or more Math or ELA courses.

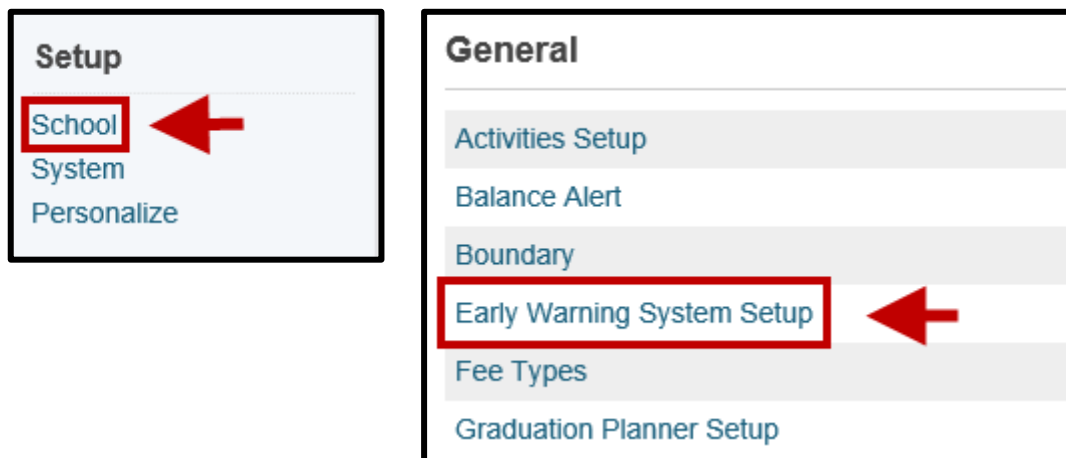
This idea was originally requested as a replacement in lower grades for the Credit alert, but high school EWS team members also expressed an interest in this feature.

## School Setup

In order to determine when an alert should be triggered, each school indicates the settings that they would like to use. The setup for the system needs to be done before the process can be run to find the alerts that have been triggered.

It is important to figure out the person in your school or district who will be responsible for setting up and maintaining the Early Warning System Setup screen.

There is a link to the Early Warning System Setup page under the School setup menu. This link will only display while in a school building within PowerSchool. This link will not display while in District Office.



Each school building can specify different student alert settings. It is possible that middle schools and high schools will use different settings based on their different schedules, attendance taking procedures, grading differences, etc.

Settings can also be changed during the year for each school. However, a history of alerts will be maintained and they will be more meaningful if the triggers are consistent throughout the year.

Information about the setup for each of the indicators follows.

Note: There is no setup for the ELA, Math, or New Student alerts. The ELA and Math alerts share the grade settings for grades that trigger a warning, with the exception that the student must only have 1 low grade in the subject area for the ELA or Math alert to appear. The courses considered to be Math or ELA are determined by NCES SCED subject area codes. Courses with a subject area code of 01 or 51 will be considered ELA. Courses with a subject area code of 02 or 52 will be considered Math.

The New Student alert will appear automatically for the first 21 days that a student is in the building.

A complete listing of NCES SCED codes can be found at the following links.

Prior-to-Secondary (ver. 2.0): <http://nces.ed.gov/pubs2011/2011801.pdf>

Secondary (ver. 2.0): <http://nces.ed.gov/pubs2007/2007341.pdf>

Main NCES SCED Site: <http://nces.ed.gov/forum/SCED.asp>

# Attendance Setup



There are 4 pieces of information requested for the attendance alert. They are:

- Attendance codes that count towards the trigger.
- The number of periods missed that equal a missed attendance day (for students who only attend part of the day, the number of periods they attend will be used to calculate the attendance day).
- The percentage of attendance days that trigger a warning.
- The maximum number of days absent in any section during the term.

**A - Attendance Settings**

<p>What attendance codes count?</p>	<p>Add an attendance code: <span style="color: green;">+</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5px;">1.</td> <td style="width: 85%;">Excused (EXC) <span style="float: right;">▼</span></td> <td style="width: 10%; text-align: center;">✖</td> </tr> <tr> <td>2.</td> <td>Unexcused (UNX) <span style="float: right;">▼</span></td> <td style="text-align: center;">✖</td> </tr> <tr> <td>3.</td> <td>Unverified (UNV) <span style="float: right;">▼</span></td> <td style="text-align: center;">✖</td> </tr> </table>	1.	Excused (EXC) <span style="float: right;">▼</span>	✖	2.	Unexcused (UNX) <span style="float: right;">▼</span>	✖	3.	Unverified (UNV) <span style="float: right;">▼</span>	✖
1.	Excused (EXC) <span style="float: right;">▼</span>	✖								
2.	Unexcused (UNX) <span style="float: right;">▼</span>	✖								
3.	Unverified (UNV) <span style="float: right;">▼</span>	✖								
How many periods equal a day?	<input type="text" value="7"/> Periods									
What percentage of attendance days trigger a warning?	<input type="text" value="50"/> %									
Maximum absent days in a section for the semester, term, or quarter:	<input type="text" value="5"/>									

All the attendance codes that are available for the school can be found in the dropdown list.

	The green plus sign can be used to add more attendance codes.
	The red x can be used to remove attendance codes that are listed.

The percentage of attendance days is calculated from the start of the school year for each student. Attendance alerts are not calculated until the student has been in school for 3 weeks (21 days).

**Pilot District Feedback**

Some of the pilot districts included tardy codes with attendance codes initially. Most recommended just including the absent codes rather than combining the two.

The recommendation for percentage of attendance is to start with 10% to see how many students have attendance alerts. If the results are too high with 10% as the percentage, the percent can be increased.

## Grades Setup

There are 4 pieces of information required for the grade alert. They are:

- Current grades that trigger an alert.
- Number of grades to trigger an alert.
- An option to exclude year-long classes.
- The current grading term (leave empty for the entire year).

**G - Grades Settings**

What current grades trigger a warning?

**Add a grade:** +

1.	D	v	x
2.	D+	v	x
3.	D-	v	x
4.	F	v	x
5.	NC	v	x

How many grades trigger a warning?  # of Grades

Exclude year long classes?

Which grading term?  (example S1)  
*If left blank will use entire school year.*

All the grades that are available for the school can be found in the dropdown list.

<span style="color: green;">+</span>	The green plus sign can be used to add more attendance codes.
<span style="color: red;">x</span>	The red x can be used to remove attendance codes that are listed.

The grades for this alert are pulled from both current grades in the teachers' gradebooks and from stored grades.

### Pilot District Feedback

Most pilot district teams recommended using 1 or 2 failing grades to trigger an alert. They also suggested selecting D's, E's, and F's as the grades to include.

The recommendation for grading term was to use the current grading term rather than the entire year. When using the entire year, a student with a failing grade in Q1 would still have a Grade Alert in Q4.

If the decision is made to use the current grading term, someone will need to change the term indicator in setup at the start of each new term.





## Behavior Setup

There are 3 pieces of information required for the behavior alert. They are:

- Type of log to trigger an alert.
- Number of logs to trigger a behavior alert.
- Number of recent attendance days to use when counting the logs entries.



**B - Behavior Settings**

What type of logs trigger a warning? Add a log type: 

1.  

How many logs per attendance days trigger a warning?  of logs per  of attendance days

All the log types that are available for the school can be found in the dropdown list.

	The green plus sign can be used to add more attendance codes.
	The red x can be used to remove attendance codes that are listed.

### Pilot District Feedback

Pilot districts left the behavior setup information as it was. Most did not use logs for behavior other than discipline.

There are some districts that use the discipline logs to track students who are tardy, and wanted a way to separate the tardy alerts from other discipline alerts. One way to accomplish that would be to set up a separate log (other than discipline) to track tardies.

## Credit Setup

The credit alert will likely be used exclusively in high schools. There are 3 pieces of information required for the credit alert. They are:

- Whether to use the alert or not for the school.
- Whether to automatically adjust the credits expected for the current term.
- The number of credits expected at the start of each school year.

**C** - Credit Settings

Include credit meter?

Include credit adjustment for the current term?

Credit Level Setup: Add a credit level: +  
 (To modify/delete a credit level, click on the display name)

Display	Grade Level	Credit Min
CLHS	9	0
CLHS	10	6
CLHS	11	12
CLHS	12	18

The grades for this alert are pulled from stored grades.

A new feature added to the Credit settings, is the addition of the option to include credit adjustment for the current term. If checked, this will allow the credit alert to take into account the credits accumulated as a trimester, quarter, or semester completes during the year. The adjustment for the extra credits will be displayed in the middle of the following term to allow time for grades to be stored.

### Pilot District Feedback

Credit alerts are used at the high school level only. The method used to find credits that are lost is to compare potential credit to earned credit in PowerSchool.

In one pilot district the potential credit field was used to record something other than potential credit. In that situation the credit alert was not usable.

## Grades Used

The EWS Grade alert relies on both the Current Grades and Stored Grades to display low grades that match those set up to trigger an alert as indicated in the table below:

	Current Grades from Teacher Gradebook	Stored Grades
EWS Low Grade Alert	X	X
EWS Credit Alert		X

### Low Grade Alert

Low Grades can be pulled from both the current grades in the teacher gradebook and stored grades, based on the setup for grades. If low grades for the current term are triggering an alert, then the teacher gradebook will be where the grades are pulled from since they will reflect the grades for the current term.

If the grading term is left blank then grades for the entire year will be used for the Grade alert. As an example, if it is the second term and 1 failing grades is needed for an alert, then a failing grade from any term in the current year, in the gradebook or stored grades, will trigger an alert.

If grades for the whole year are being used (by leaving the term indicator blank in the setup screen) then grades will be used from the stored grades (for previous terms) and the gradebook (for the current term).

The pilot districts expressed a preference for adding the current term in the grade setup so that the grade alert reflected the current grade situation rather than past grades.

### Credit Alert

The EWS Credit alert relies exclusively on the Stored Grades from the previous year or term.


#### Pilot District Feedback

When pulling grades from the teacher gradebook to reflect low grades in the current term, it is important that teachers have their gradebooks up to date.

# Student Dashboard

Alerts display on all student pages in PowerSchool. Clicking on the alerts displays a relevant information for the alert. Within the alert box will be a link to the student dashboard. The student dashboard has detailed information including:

- Alert descriptions
- School settings
- Optional dashboard notes
- District entry date



## Early Warning Dashboard

Adair, Brandon 11 3601 AGHS1

**Student Dashboard Alerts**

Attendance: **Yes - Days Absent: 6 | Most Absences in One Period: 53** Credits: **Yes - Credit Hours: 21.50**

Behavior: **Yes - Discipline Incident(s): 0** Grades: **Yes - Low Grade(s) from Gradebook: 24 | Low Grade(s) from Stored Grades: 20**

New Student in school building: **Yes - New student prior alert status** ELA Low Grades: **Yes**

Math Low Grades: **Yes**

**Early Warning System School Settings**

Failing Grades: 'D','D+','D-','F','NC' Attendance Codes: 'ABT','TDY','EXC','EXV','ISS','SUS','UNX','UNV','EXI'

Number of Failing Grades for Alert: 2 Absent Percentage for Alert: 50%

Maximum absent days in section for semester, term, or quarter: 5

**Early Warning System Dashboard Note**

Brandon was out sick for 2 weeks.

District Entry Date: 09/06/2009

## Pilot District Feedback

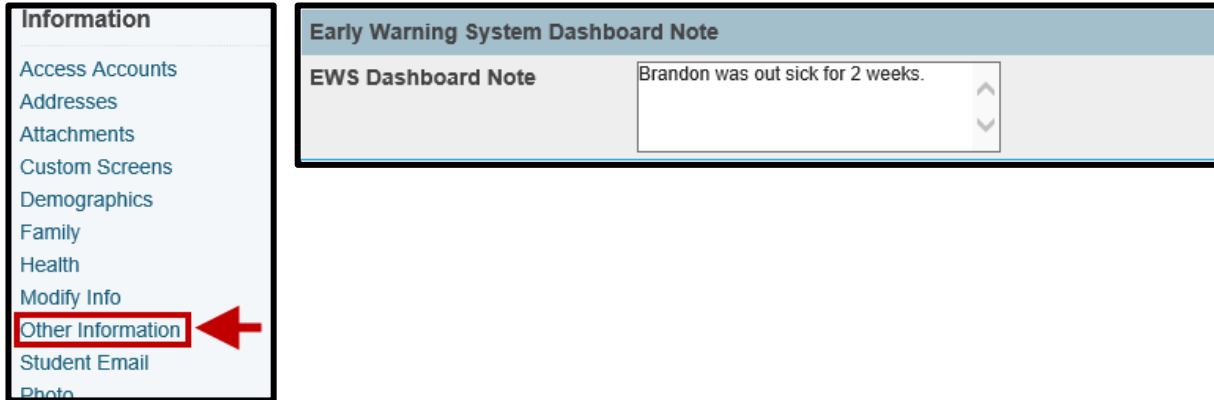
Although the dashboard is displayed in both PowerSchool and PowerTeacher, the dashboard for each side is different.

As an example, our districts requested that the Behavior alert be excluded from the PowerTeacher version of the dashboard, along with the information in the dashboard regarding behavior. By default the behavior information is not included in the PowerTeacher side.

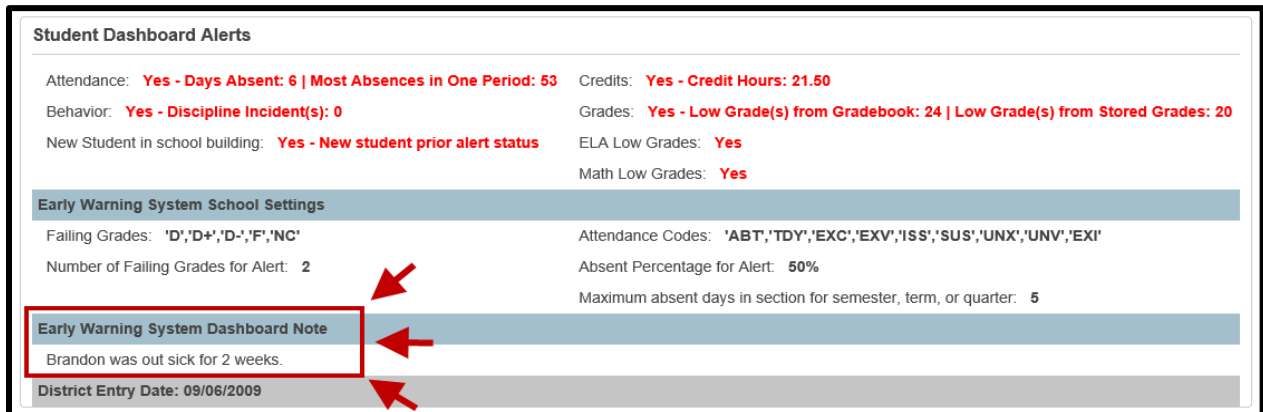
## Dashboard Note

The purpose of the dashboard note is to indicate unique situations that may trigger an alert. To add a dashboard note:

1. Select a student
2. Select the Other Information link under the Information header in the left menu
3. Enter in the dashboard note in the field labeled EWS Dashboard Note



The note will be displayed on the student dashboard screen.



### Pilot District Feedback

Most of the pilot districts did not make use of the dashboard note, primary because they had not figured out what notes to add, who should add the notes, how long they should remain on the dashboard, and who should change them.

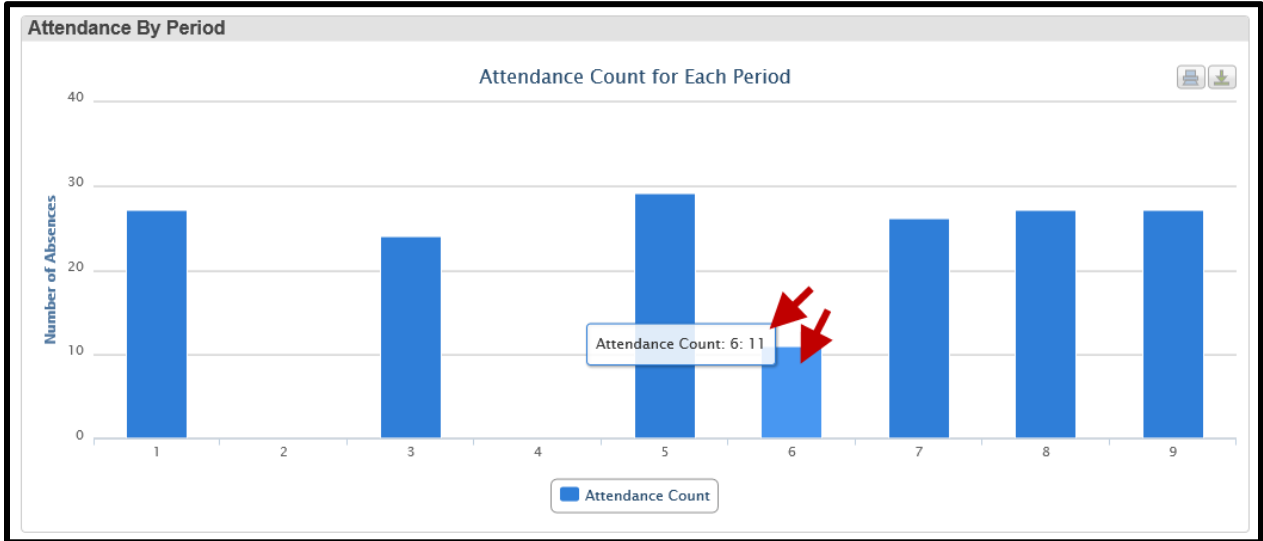
For districts planning to use the dashboard note it will be important to figure out who will add and update the notes, under what conditions notes will be added, and how long they will remain.

## Dashboard Graphs & Tables

Below the summary information on the student dashboard, there are several graphs and tables that provide detailed information for each student.

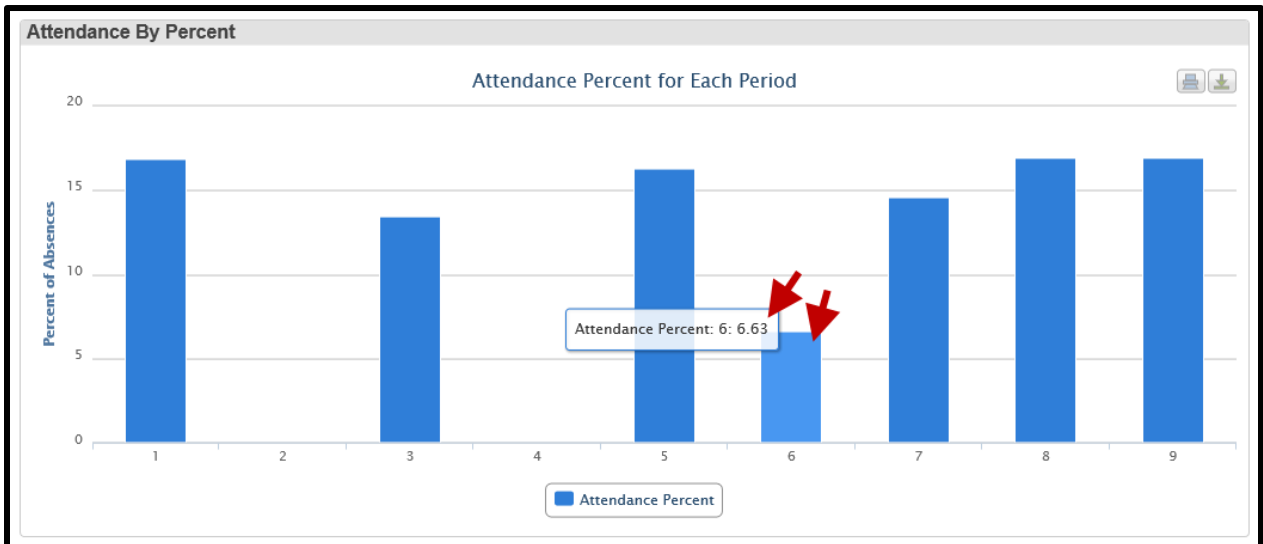
### Attendance by Period

Hover over each column to see the number of absences by period.



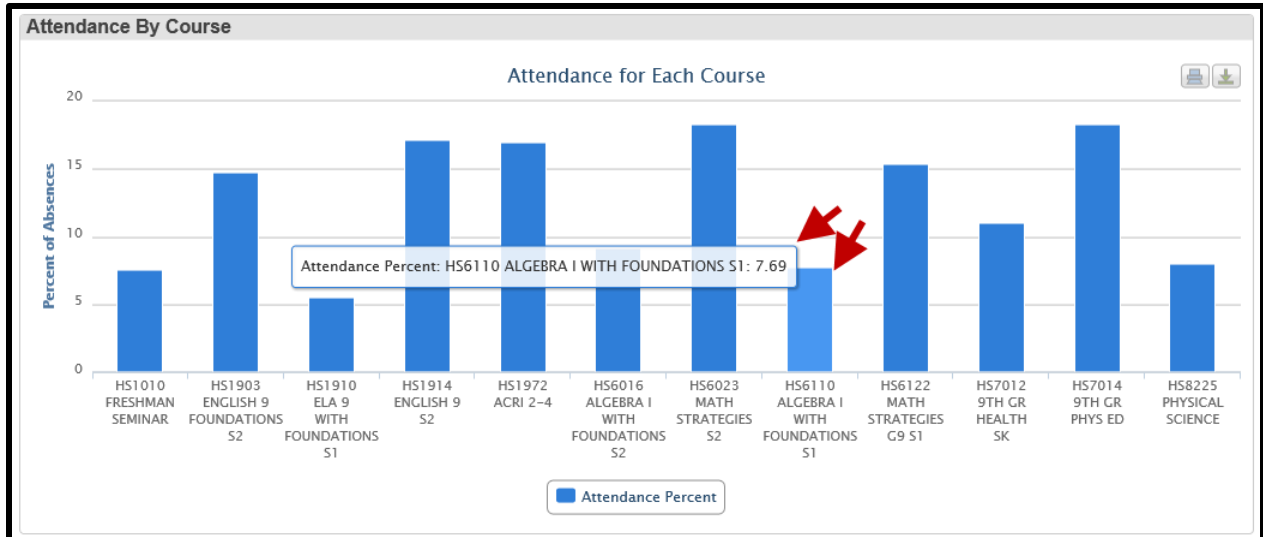
### Attendance by Percent

Hover over each column to see the percent of classes missed by period.



## Attendance by Course

Hover over each column to see the percent of classes missed by course.



## Discipline Incidents

All student discipline incidents are displayed on the EWS dashboard. By default discipline incidents only display in PowerSchool Admin and not in PowerTeacher.

Created	Incident Date	Subject	Subtype	Consequence	Author
11/16/2015	11/16/2015	Student caught skipping class.	176	WRN	Name, Author
05/06/2016	05/06/2016	Caught cheating on exam	132	DET	Name, Author

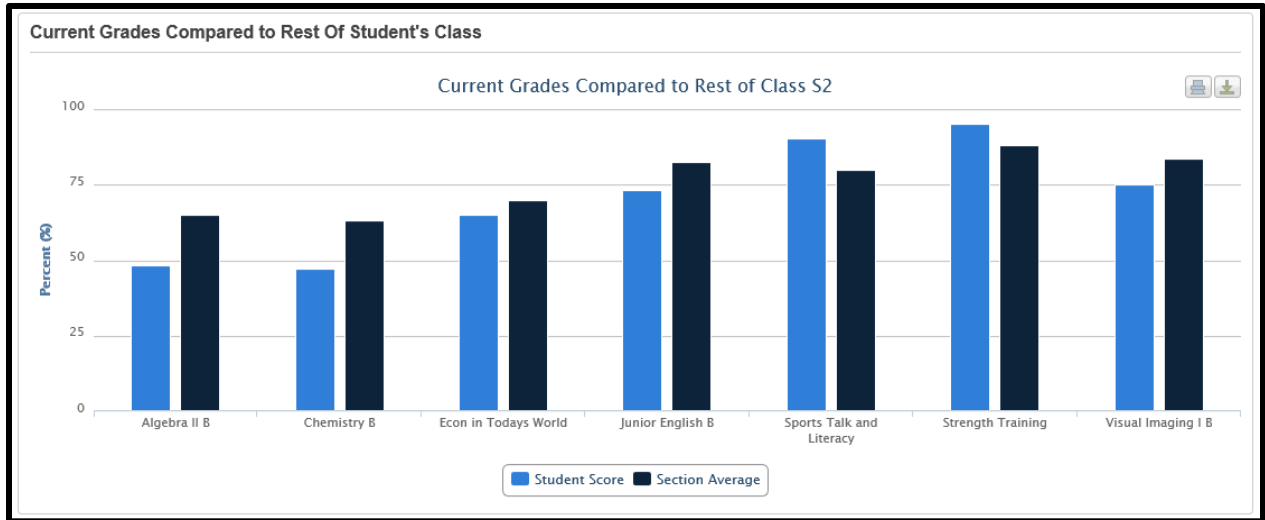
## Courses Failing or in Danger of Failing

All low grades are displayed according to low grades and term indicated in the school setup.

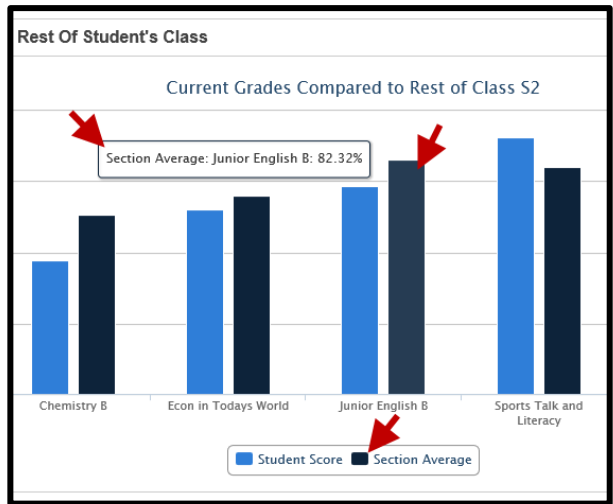
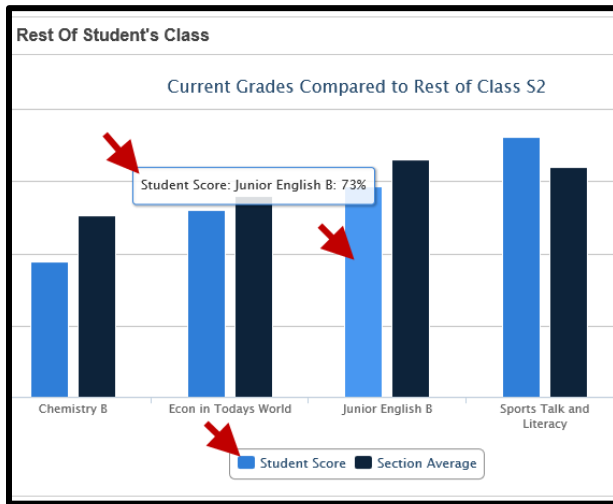
Course #	Course Name	Term	Teacher	Grade	Percent
HS4051	Algebra 1A	S1	Name, Teacher	D	65
HS3000	Computer Keyboarding	S1	Name, Teacher	F	30
HS1099	Biology B	S2	Name, Teacher	D-	62
HS4052	Algebra 1B	S2	Name, Teacher	F	0

## Current Grades Compared to Rest of Student's Class

The grades for the student are compared to the grades for the rest of the class.



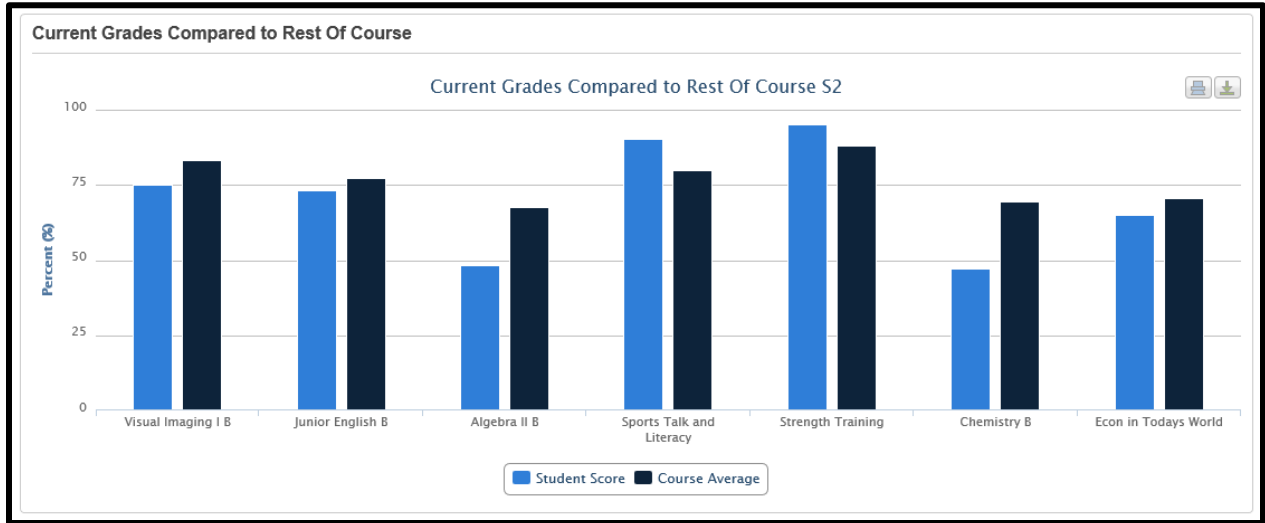
Hover over bars to see student score or section average.



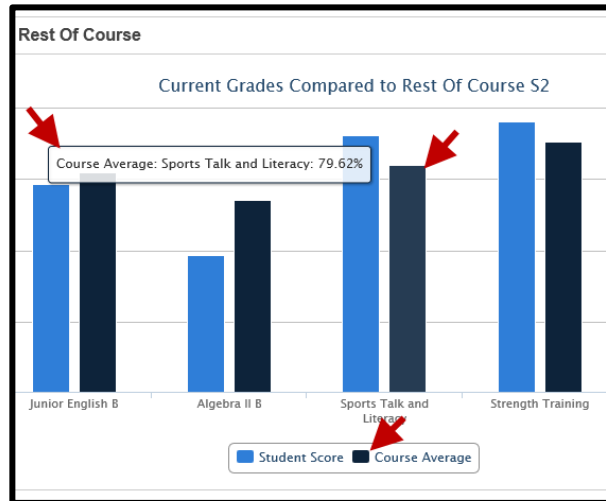
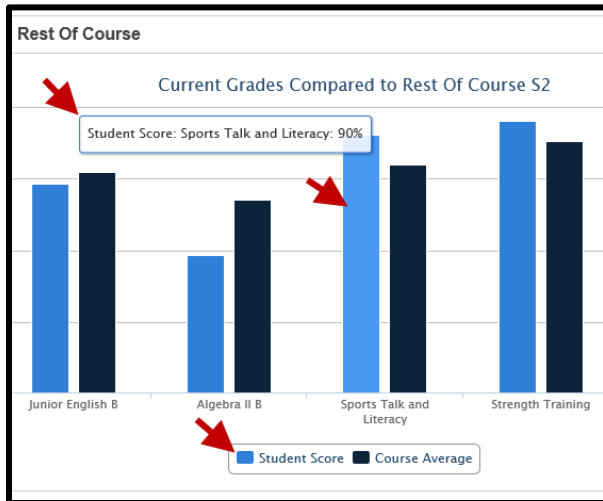


## Current Grades Compared to Rest of Course

The grades for the student are compared to the grades for all students taking the same course.



Hover over bars to see student score or course average.



## Credit Status

This table compared credits earned from the Stored Grades table to potential credit for the courses. Those courses that have potential credit that is greater than the credit earned are listed.

Credit Status									
Grade Level: 10			Credits Earned: 14.00			Credits Expected: 12			
Courses Where Credit was Lost									
School	Year	Grade Level	Course #	Course Name	Teacher	Term	Credit Lost	Percent	Grade
Apple Grove High School	2015-2016	10	HS8002	Algebra I B	Name, Teacher	S2	0.5	55	F
Apple Grove High School	2015-2016	10	HS0928	World History B	Name, Teacher	S2	0.5	17	NC
Apple Grove High School	2015-2016	10	HS2042	Physics B	Name, Teacher	S2	0.5	38	F

## EWS History

A history record will be created when a student’s alert status changes.

EWS History																	
<i>Edit button can be used to edit note</i>																	
Maint	Date	Credit Hrs	Discipline	Low Grade	Absent %	ELA	Math	New Student	School Days	Credit Hrs	Discipline#	Final Grade#	Teacher Grade#	Absent Days	Absent in Period	Grade Level	Note
<a href="#">Edit</a>	02/23/2016			Alert		Alert			14	0	000	000	006	001	003	010	
<a href="#">Edit</a>	06/11/2016			Alert	Alert		Alert		83	12	000	004	016	008	031	010	
<a href="#">Edit</a>	06/18/2016			Alert	Alert	Alert	Alert		88	12	000	004	022	009	034	010	
<a href="#">Edit</a>	06/25/2016			Alert		Alert	Alert		88	14	000	018	022	009	034	010	

The Edit button can be used to add or edit a note related to the history record. Click Submit to add a note or save changes to an existing note.

### Edit MI Early Warning System Record

Adair, Brandon 389 School=580 UIC=0123456789 Birth date=07/16/2000 Grade=10 Age=16.01 Prior count date=2/10/2016 Current count date=6/30/2016 Age at count=15.95

Alert date

Note/Reason

Note: Verify the student name (at the top of the form) is correct before pressing the submit button (stud id=31751 school id=580)

[Delete](#) [Submit](#)

In future versions of the Early Warning System the alert history will be used to create reports that show trends for individual students, subgroups, and the school.

## Student Reports

Reports for multiple students can be printed or imported into Excel. The reports can include:

- All students
- A selected group of students
- Only students that have an EWS alert

Reports can be sorted and columns added or deleted.

### SQL4 Report

The reports available utilize the sqlReports 4 reporting tool. This tool is a free add-on customization and can be downloaded from [www.sqlreports4.com](http://www.sqlreports4.com).

After installation of the sqlReports 4 tool, two different Early Warning Reports can be imported to display under the sqlReports 4 tab. This can be accessed by clicking on the System Reports link on the left navigation menu of the Start Page, then clicking on the sqlReports 4 tab.



After importing the reports, click on the triangle next to Early Warning System to see the 2 report options:

- Early Warning Report – Text
- Early Warning Report – w/Alert Icons

Report	Title	
▼ Early Warning System		
Early Warning Report - Text	Early Warning Report - Text	
Early Warning Report - w/Alert Icons	Early Warning Report - w/Alert Icons	

Select the report of interest, then select the parameters that you would like to use:

- Run for the Current Selection of Students Only? – Allows you run the report for a selected group of students.
- Include Only Students with an EWS Alert? – The report will only display those students who have an EWS alert.

Run for the Current Selection of Students Only?	No ▼
Include Only Students With an EWS Alert?	No ▼

There are a variety of options available with each report that will allow selecting columns of interest, and producing output in the desired format:

**Early Warning Report - Text**

Parameters - Run for the Current Selection of Students Only?: No Include Only Students With an EWS Alert?: Yes

Show / hide columns Make Current Selection Copy CSV Tab Print PDF

Student Number	Student Name	Grade Level	Birthdate	Gender	Ethnicity	Lunch Status	SE Student	LEP Student	New Student	Attendance Alert	Discipline Alert	Low Grades Alert
3601	Adair, Brandon	11	05/19/1999	M	5	P			NS	A	B	G
9292	Alfonzo, Scott	9	04/27/2000	M	5	F				A		G

- Click on a column heading to sort
- Click on a student name to view the EWS dashboard for the student

**Early Warning Report - Text**

Parameters - Run for the Current Selection of Students Only?: No Include Only Students With an EWS Alert?: Yes

Show / hide columns Make Current Selection Copy CSV Tab Print PDF

Student Number	Student Name	Grade Level	Birthdate	Gender	Ethnicity	Lunch Status	SE Student	LEP Student	New Student	Attendance Alert	Discipline Alert	Low Grades Alert
3601	Adair, Brandon	11	05/19/1999	M	5	P			NS	A	B	G
9292	Alfonzo, Scott	9	04/27/2000	M	5	F				A		G

This report can also be made into a PDF report for easy printing by using the PDF button:

**Early Warning Report - Text**

Student Number	Student Name	Grade Level	Birthdate	Gender	Ethnicity	Lunch Status	SE Student	LEP Student	New Student	Attendance Alert	Discipline Alert	Low Grades Alert	ELA Alert	Math Alert	Credit Alert	EWS Note
3601	Adair, Brandon	11	05/19/1999	M	5	P			NS	A	B	G	E	M	C	NOTE
9292	Alfonzo, Scott	9	04/27/2000	M	5	F				A		G	E	M	C	

There is also a report with the alerts displayed.

**Early Warning Report - w/Alert Icons**

Parameters - Run for the Current Selection of Students Only?: No Include Only Students With an EWS Alert?: Yes

Show / hide columns Make Current Selection Print

Student Number	Student Name	Grade Level	Birthdate	Gender	Ethnicity	Lunch Status	SE Student	LEP Student	New Student Alert	Attendance Alert	Discipline Alert	Low Grades Alert	ELA Alert	Math Alert	Credit Alert	EWS Note
3601	Adair, Brandon	11	05/19/1999	M	5	P										
9292	Alfonzo, Scott	9	04/27/2000	M	5	F										

# PowerTeacher

## Student Dashboard

Clicking on the alerts icons will display the same Student Dashboard that is displayed in PowerSchool Admin without the Behavior alert or behavior information added to the dashboard page.

## Reports in PowerTeacher

SQL4 reports similar to the ones available within PowerSchool are available in PowerTeacher by clicking on the backpack icon. Data in these reports are the same with the exception of the lunch status and behavior information.

The reports are available under the EWS Reports heading at the bottom of the left navigation menu. Only students that are currently enrolled in the teachers' selected class will be listed in the report.

The two reports available are:

- EWS Alerts – Text Only
- EWS Alerts – w/Icons

The features in these reports are the same as the reports on the Admin side of PowerSchool.

## More Information

More information regarding the Macomb Early Warning and Intervention System Tool can be found on our Early Warning System website at: <http://ews.misd.net>

*The Macomb County Schools Early Warning System for PowerSchool features a school setup screen adopted from the Early Warning System by Tejas Ambani, available under a Creative Commons Attribution-Noncommercial-ShareAlike license.*



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We're the Macomb Intermediate School District. We exist to provide our clients quality service, high caliber support and cutting edge leadership.

Our primary clients are the 21 school districts of Macomb County. They are our most important customers--indeed, our reason for being.

Within these districts we focus our efforts on school staff. We work to increase their skills and capabilities so their students can experience more effective educational programs.

We also serve students with disabilities. In fact, we are committed to working directly with youngsters with disabilities who reside in Macomb County's school districts.

And we are involved with the educational community across the country. Many of our staff members are deeply involved in state and national programs. Many are working with colleges and universities. Still others are exchanging information with their professional colleagues. All these activities have a single purpose: to identify and develop techniques and programs which improve learning opportunities in Macomb County.

This is the professional focus which makes the Macomb Intermediate School District one of America's premier regional education agencies.

The MISD is an equal opportunity employer. It is the policy of the MISD that no person on the basis of race, creed, color, religion, national origin, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the MISD is responsible.

The MISD will provide, upon request with advance notice, appropriate auxiliary aids and services necessary to afford a qualified individual with a disability equal opportunity to participate in the services, programs and activities conducted by the MISD. To request auxiliary aids or services, contact Rosetta Mullen, 586/228-3309. MISD Text Telephone (TTY) 586/286-8040.