Tracking Failing Grades &
Identifying Barriers/Solutions

1. **CREATE A REPORT** on the program your school uses to track grades and attendance. In our case, that is PowerSchool. This report should target SSIP (or another target audience) students who are currently failing a class. For example, you may have 50 students that take 4 classes each. The most students/classes that will be on your report will be 200. In most cases, it is not nearly that long. Save this report in Google Sheets, so it can be shared with other teachers, and staff (as needed.)

2. Once you have your report, **ADD ADDITIONAL COLUMNS** for each class the student is failing. The additional columns include:

   - Why is this student failing your class?
   - What interventions/strategies are in place and have been used?
   - What are your next steps to help this student to be successful?
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Semester Grades						1) What do you see as the main reason the student is failing?	2) What are some interventions or strategies that you have had in place?	3) What are your next steps?
Student		Class	Grade	Course	Teacher			

3. Once your new spreadsheet is created, **SHARE THE GOOGLE SHEET WITH THE NECESSARY TEACHERS/STAFF.**

4. GIVE A REASONABLE DEADLINE FOR THE SHEET TO BE COMPLETED. Our school does this every 4 ½ weeks.

5. Once the report is created, **MEET WITH INDIVIDUAL TEACHER/TEAMS.**

6. After you meet with the teacher/teams, compile a list of barriers, interventions/strategies and solutions. **SHARE THIS INFORMATION WITH THE SSIP TEAM.** Use this data to brainstorm on barriers and possible solutions to help the entire student body become successful as a whole.