

## For RDC – Laptop, extract from User Guide

### 7. K-12 Report Card

The K-12 Report Card can be completed for any active participant between the ages of 5 and 17, inclusive. The Report Card consists of nine domains with eleven outcome categories. For each outcome, a rating of 1 through 5, Unknown, or Not Applicable, may be selected.

To upload a K-12 Report Card, all outcomes must have a rating and if any rating is something other than 4 or 5, a comment must be entered.

#### 7.A. Open and Complete Report Card

To begin a Report Card, highlight the desired child and select (click on) the K-12 Report Card button

The K-12 Report Card screen will be displayed.

Remote Data Capture

FSFN Remote Data Capture

K-12 Report Card

K-12 Report Card  
K-12 Report Card Domains, Desired Outcomes, and Ratings

Case: LASTER, TEJUANA Participant Name: LINDER, TAEJUAN Age: 9

**1a. School Stability:** Child has been enrolled in same school during school year.

- 5 - Remains in same school attended at removal
- 4 - Has changed schools once during removal episode but not during school year
- 3 - Has changed schools once during school year, but change occurred at end of grading period
- 2 - Has changed schools 1 time during grading period or has had 2 changes
- 1 - Has changed schools 3 or more times
- U - Unknown
- NA - Not Applicable

**1b. School Stability:** If child changed schools during school year, he/she was enrolled;

- 5 - Within one school day.
- 4 - Within two school days.
- 3 - Within three school days.
- 2 - Within five school days.
- 1 - Over five school days.
- U - Unknown
- NA - Not Applicable

**2. Attendance:** The child is free of absences and tardiness.

- 5 - Zero absences and zero tardies
- 4 - One excused absence, rare tardies
- 3 - Two or more excused absences, occasional tardies
- 2 - One unexcused absence, occasional tardies
- 1 - Two or more unexcused absences, frequent tardies
- U - Unknown

Save Upload to FSFN Delete

GPS Disconnected Online

As ratings are selected, the radio button is filled and the text will be green. Ratings can be changed at any time until the completed Report Card is uploaded.

### **7.B. Comment Field**

The comment field is after the last outcome. It is limited to 250 characters (including spaces) to facilitate the transmission process.

An entry in the Comment Field is required if any of the outcomes are rated as something other than 4 or 5. A rating of N/A or Unknown will also require a comment.

### **7.C. Saving the K-12 Report Card**

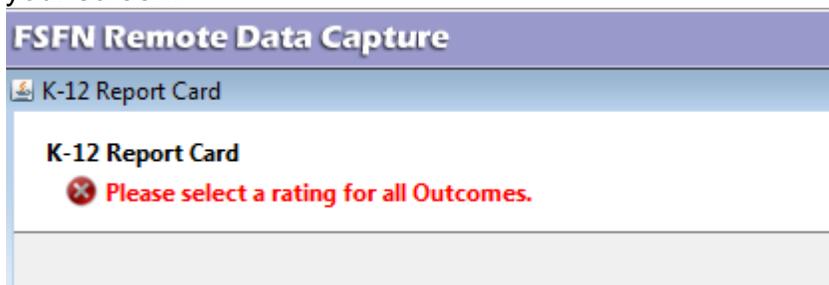
The Report Card can be saved at any time by selecting the Save button at the bottom of the screen. A message, 'K-12 Report Card was saved successfully' will be displayed in the lower left corner of the screen. The Report Card will remain displayed. To return to the Participant List screen, close the K-12 Report Card screen by selecting the red X in the upper right corner.

### **7.D. Upload K-12 Report Card**

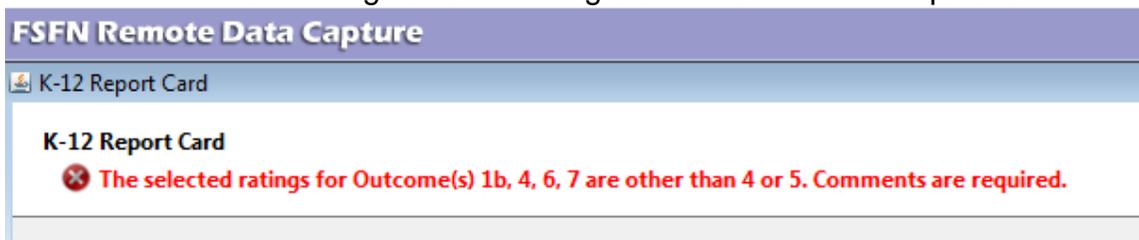
To send a completed Report Card to FSFN, from the K-12 Report Card screen select the 'Upload to FSFN' button in the lower right of the screen.

### **Error Messages**

If you attempt to upload a Report Card with some outcomes not rated, an error message, 'Please select a rating for all Outcomes.' will be displayed near the top left of your screen.



If you attempt to upload a Report Card with one or more Outcomes rated as other than 4 or 5 and the Comment field blank, a message will be displayed listing the specific Outcomes with such ratings and indicating that Comments are required.



### 7.D. K-12 Report Card Status Indicators

When a Report Card is saved and you return to the Participant List screen, the status of that Report Card will be displayed

If all required fields are completed, 'Ready' will be displayed to signify that the Report Card is ready to be uploaded.



If any required field is not completed, the status will be 'Incomplete'.



### WORK HABIT TIP

Once a Report Card has been uploaded, the "Ready" indicator disappears, so at times it may be difficult to remember if the Report Card has been completed and uploaded or simply not yet started. When multiple Report Cards need to be completed during the same visit, save completed Report Cards without uploading until all Report Cards at that visit have been completed. The "Ready" will serve as an indicator of which children have a completed Report Card and which children do not.

### 7.E. K-12 Report Card Domains, Outcomes and Ratings

The following table contains the K-12 Report Card Domains, Outcomes, and Ratings definitions used in the RDC application.

1a.	rating	<b>School Stability:</b> a. Child has been enrolled in same school during school year.
	5	Remains in same school attended at removal
	4	Has changed schools once during removal episode but not during school year
	3	Has changed schools once during school year, but change occurred at end of grading period
	2	Has changed schools 1 time during grading period or has had 2 changes

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	1	Has changed schools 3 or more times
	U	Unknown
	NA	Not Applicable
1b.		<b>School Stability:</b> b. If child changed schools during school year, he/she was enrolled;
	5	Within one school day.
	4	Within two school days.
	3	Within three school days.
	2	Within five school days.
	1	Over five school days.
	U	Unknown
	NA	Not Applicable
2.		<b>Attendance:</b> The child is free of absences and tardiness.
	5	Zero absences and zero tardies
	4	One excused absence, rare tardies
	3	Two or more excused absences, occasional tardies
	2	One unexcused absence, occasional tardies
	1	Two or more unexcused absences, frequent tardies
	U	Unknown
	NA	Not Applicable
3a.		<b>Performance:</b> Passing courses. The child is:
	5	Passing all courses and excelling in majority of classes
	4	Passing all courses with average scores/grades
	3	Passing, but struggling
	2	Failing, but in only one or two courses
	1	Failing majority of courses taken
	U	Unknown
	NA	Not Applicable
3b.		<b>Performance:</b> Age-appropriate level for Reading and Math. The child scored:
	5	Above the appropriate level in both reading and math
	4	At the appropriate level in both reading and math
	3	At/above in one but below in the other
	2	Marginally below in both
	1	Significantly below in both
	U	Unknown
	NA	Not Applicable
4.		<b>Student Involvement:</b> Involvement in extra-curricular programs.
	5	The child has been consistently involved in at least one extra-curricular (school or other) program for more than 3 months
	4	The child became involved in an activity within the prior 3 months
	3	There are plans for the child to begin an activity or child recently completed one
	2	Caregiver/child are willing to explore an activity but no plans are made
	1	There is no willingness to participate

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	U	Unknown
	NA	Not Applicable
5.		<b>Parent Involvement:</b> Parent or caregiver actively communicates with teacher(s) of the child and participates in school events. The Parent or caregiver:
	5	Has frequent, active communication with the teacher and often participates in school events
	4	Has regular, active communication and occasionally participates in school events
	3	Has regular communication but does not participate in school activities
	2	Rarely communicates with the teacher and does not participate
	1	Has had no communication
	U	Unknown
	NA	Not Applicable
6.		<b>ESE:</b> Exceptional Child Education (ESE) needs OR Individual Education Plan (IEP). The child:
	5	Has been assessed (or functions such that clearly no formal assessment is needed) and has no ESE needs OR a current IEP is in place
	4	Current educational setting appears to be appropriate
	3	Is in the process of being assessed for educational needs or it is known that an IEP should be developed
	2	Has known ESE needs that are not being addressed but someone is advocating
	1	Has known ESE needs and there is no plan or action steps to address
	U	Unknown
	NA	Not Applicable
7.		<b>Graduation Progress:</b> On schedule to graduate from High School or obtain a GED
	5	No barriers that would delay timely graduation OR child is of an age where it is clearly known that he/she is on track
	4	May be some barriers but still believed child will be on track to graduate timely
	3	Sufficient risk factors that make timely graduation an uncertainty
	2	Not on track, but it is possible to remedy the situation
	1	Significantly behind and will require a strong plan
	U	Unknown
	NA	Not Applicable
8.		<b>Behavior:</b> Exhibits age appropriate school behavior and participation. The child:
	5	models positive behaviors and often assumes leadership role to positively influence peers and others
	4	Receives all positive feedback from the school for behavior and participation (home notes or citizenship scores on report card)
	3	Receives occasional, minor comments/intervention related to behavior or participation
	2	Receives frequent teacher comments or occasional disciplinary action
	1	Requires frequent teacher comments/disciplinary action and/or parent/teacher conferences or is suspended or expelled from school or becomes involved with Law Enforcement for school or school related actions.
	U	Unknown
	NA	Not Applicable

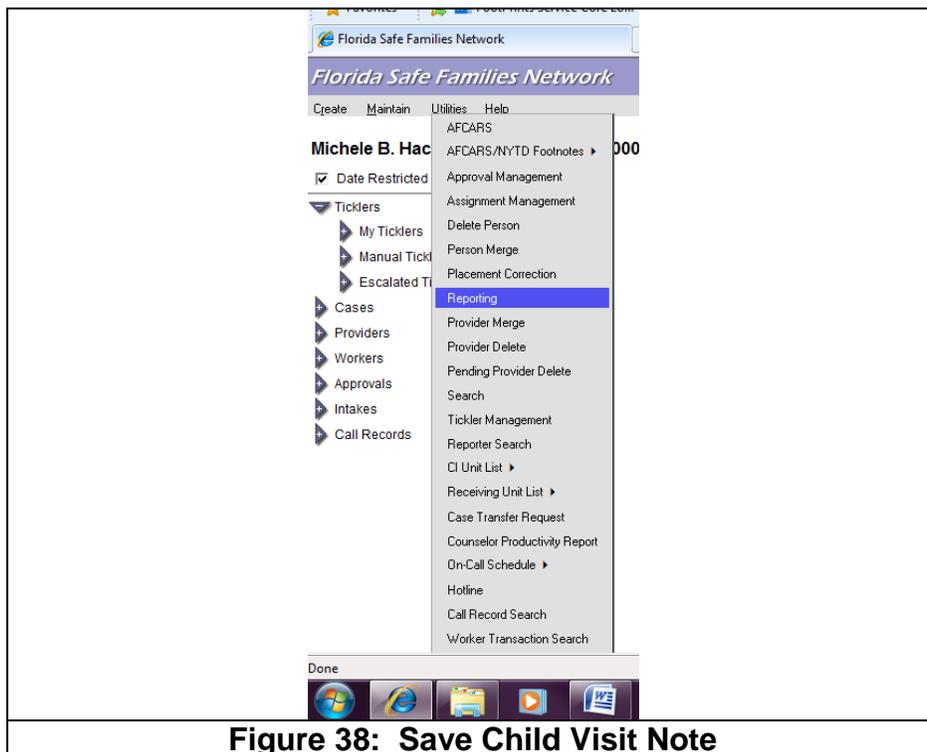
9.		<b>Mentor:</b> Child has a connection to the community.
	5	Child has connection thru tutor, surrogate parent for education, big brother/sister, mentor from formal mentoring prgrm, adult voluntary in a svc learning project, etc.
	4	Child referred and on waitlist for approp. connection program.
	3	Child in process of being referred for approp. connection program.
	2	Child not yet been referred to a connection program.
	1	Child has no connection AND appropriate program does not exist
	U	Unknown
	NA	Not Applicable

## 7.F. K-12 Report Card Detail Report View and Print

When the K-12 Report Card is uploaded to FSFN, the data can be viewed and printed from the FSFN 'Reporting' function. Data in reports is always one day behind FSFN Production date. Report Card data uploaded today will not be available in the report until tomorrow

To view a K-12 Report Card Detail Report, take the following steps

1. Login to FSFN on your PC or Laptop
2. On your Home Page, select 'Utilities' from the Menu Bar in the upper left of your screen
3. Scroll down the list and select 'Reporting'



**Figure 38: Save Child Visit Note**

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4. On the SAP Business Objects Infoview,  
Select Document List,  
Expand Public Folders  
Select Education Report Card folder  
....to be determine
- 5.