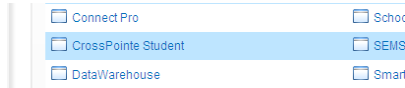


Directions for Accessing Early Warning System Report

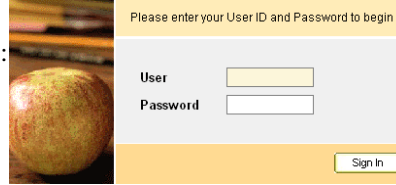
Starting at the VCS homepage:

- Find and click on Staff Applications link (orange icon on right side of screen)

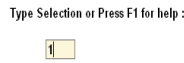
- Select 'CrossPointe Student':



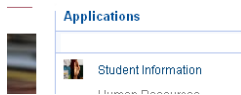
- Sign into CrossPointe with your User ID and Password:



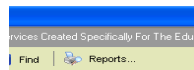
- Type '1' in the selection field:



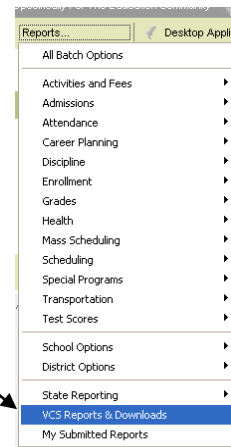
- Select 'Student Information' link:



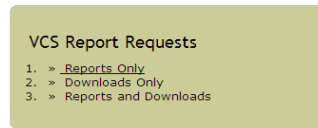
- Select 'Reports' at the top of the screen:



- Select 'VCS Reports and Downloads' from the dropdown menu:



- Select Number 1 'Reports Only':



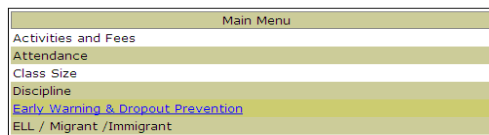
- Select your desired school from the dropdown box:



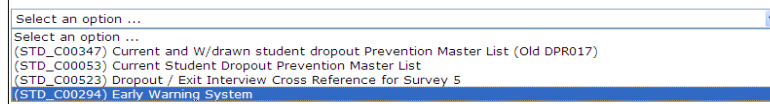
- Select 'Early Warning & Dropout Prevention' link:

Reports And Downloads

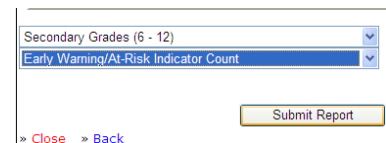
Please Make A Selection !



- Choose '(STD_C00294) Early Warning System' as your option:



- Please choose a selection for both 'Grade Level' and 'Sort Option', then choose 'Submit Report' tab. Remember to choose the grade level options (Elementary Grades 3R-5 or Secondary Grades 6-12) that represent your specific school; otherwise the report will not work.



- After some time (10-30 seconds), the report will be downloaded and you will be viewing the Early Warning System Legend. Directions on uploading and maneuvering through the Excel EWS spreadsheet are on a separate document.