

Dropout Intervention Tracking System Overview

This system is structured around key components that reflect your values: second chances, proactive support, and data-informed decisions.

Core Components

Field	Explanation
Student Name / ID	Unique identifier for tracking across systems
Grade Level	Helps tailor interventions to developmental needs
Date Identified At-Risk	When the student was flagged for intervention
Risk Factors	Select from predefined categories (e.g., attendance, behavior, academic failure, family issues)
Intervention Strategy	Specific support provided (e.g., mentoring, credit recovery, counseling, schedule change)
Start Date of Intervention	When the strategy was implemented
Staff Responsible	Who is overseeing the intervention
Student Engagement Level	Qualitative rating (e.g., High, Moderate, Low) or numeric scale
Progress Notes	Ongoing observations, challenges, and successes
Follow-Up Actions	Next steps or adjustments to the plan
Outcome Status	e.g., Improved, Ongoing, Referred, Withdrawn, Graduated
Review Date	Scheduled check-in to assess progress

Excel Template Headings

Student Name Student ID Grade Level Date Identified At-Risk Risk Factors Intervention Strategy Start Date of Intervention Staff Responsible Student Engagement Level Progress Notes Follow-Up Actions Outcome Status Review Date [Enter Name] [ID] [9–12] [MM/DD/YYYY] [Attendance, Behavior, Academics, Family, Other] [Mentoring, Credit

Recovery, Counseling, Schedule Change, Other] [MM/DD/YYYY] [Staff Name] [High / Moderate / Low] [Notes on progress] [Next steps or changes] [Improved / Ongoing / Referred / Withdrawn / Graduated] [MM/DD/YYYY]

This template is being created by administration. This plan will be shared with staff and on the school website.