



Identifying Your Lowest 25%

Please consider all efforts to identify the lowest 25% as an approximation. The lowest 25% is comprised of matched pairs selected through a statistical ranking process that is not predictable at the beginning of the school years. (**NOTE:** In addition, any new 0506 students tested in Florida in 0405 will be counted along with all students who qualify who were in attendance at the school for Survey II and Survey III. Because of this, select as many as 30% of your students to focus upon and review your selection after Survey II is completed in October. If you selected more than you needed to, all you've done is given learning attention to additional students.)

The lowest 25% for the current year is computed on students who were tested at the same grade levels in the previous year. Thus, at the elementary level it encompasses three groups – students tested as third graders, students tested as fourth graders, and retained fifth graders. Some students in each of the first two groups will be retained at one grade level and others will be promoted to the next grade level.

Similarly, middle school lowest 25% will encompass four groups – students tested as fifth graders, students tested as sixth graders, students tested as seventh graders, and retained eighth graders. High schools will encompass three groups – students tested as eighth graders, students tested as ninth graders, and retained tenth graders.

1. Log on as a School Administrator or Counselor.
2. Click **Queries**
3. Select the current year and click **Continue**
4. Click **Demographics**
5. Click **Grade of Test**
6. Click the box next to the grade
7. Click **Add Criterion**
8. Click **Tests**
9. Click **FCAT SSS Reading**
10. Click **Dev Scale**
11. Click **Add Criterion**
12. Click **Get Results**
13. Multiply the number of students by 0.3 – this is the number of students in your lowest 25 percent for this grade level.
14. Click the school year heading to sort by the DSS score
15. Beginning with the lowest scale score in the column, count through the students until you have identified the number of students you calculated in step 13. Note the scale score for that student: _____
16. Click **Queries**
17. Click **Edit** next to the “Dev Scale between ...” step in your query
18. Change the Max score to that identified in step 15
19. Click **Get Results**
20. You now have the list of the Lowest 30% in the selected grade – some of these were retained at that grade level for the current roster year; others are in the next grade level for the current roster year.
21. Repeat the above for the each of the other grade level groups at your school level.
22. Review the list after October 1st for students who are transferred in or out.