Chronic Absenteeism Reporting 2019-20

Aveene R. Coleman
Student Intervention Services

Chronic Absenteeism and Truancy

Chronic Absenteeism	Truancy
Chronically absent: Any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period. • All types of absences contribute to chronic absenteeism: – Excused Absences – Unexcused Absences – Suspensions • A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for at least half the school day.	**Truant:** A student between the ages 6– 17 who has accumulated unexcused absences on three consecutive days or has accumulated a total of five or more unexcused absences during the academic year. • Only full-day unexcused absences contribute to truancy. • Excused absences and suspensions do not affect truancy

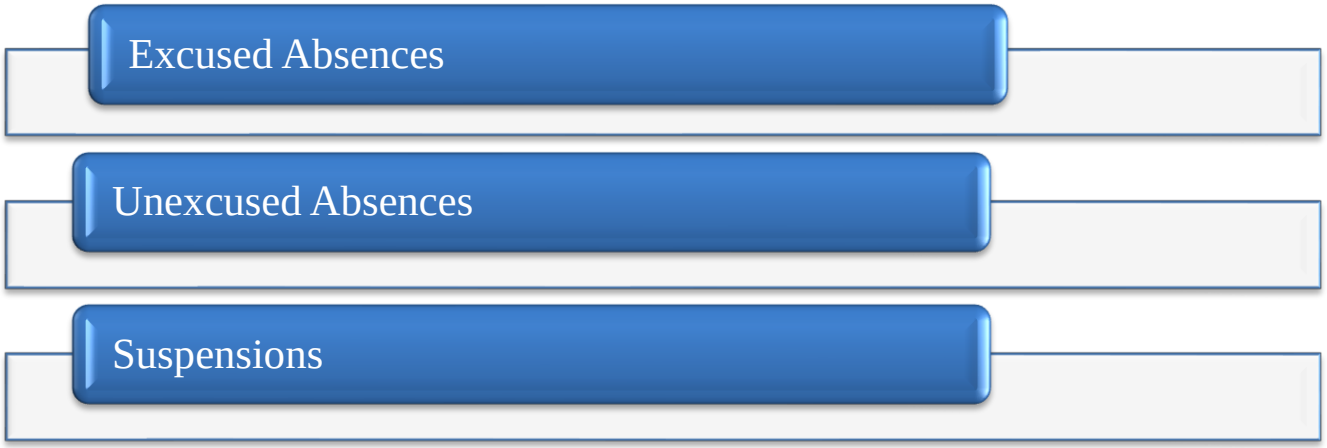
Chronic Absenteeism

The 10 percent is based on the individual student's enrollment

- 40 days enrolled= 4 days absent
- 90 days enrolled= 9 days absent
- 130 days enrolled= 13 days absent
- 180 days enrolled =18 days absent

Chronic Absenteeism

- Chronic absenteeism reporting will include the following absences:



Chronic Absenteeism

- Data will be reported at the school level
- Grade Levels- K-12 (no age exemptions)
- Students must be enrolled at least 10 days at any time during the school year to be reported as chronically absent
- Data will be reported by:
  - Gender
  - Ethnicity/Race
  - Disability Status
  - 504 Status
  - LEP Status
  - Homeless Status

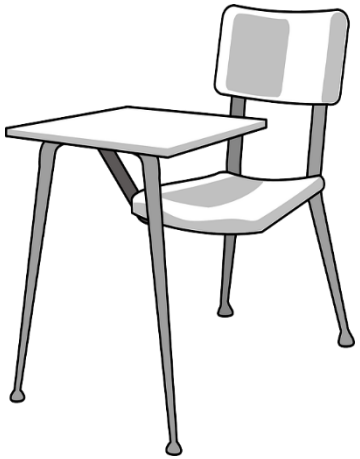
Chronic Absenteeism

2016-17 South Carolina Chronic Absenteeism Data

- 13 % of students were reported as chronically absent
- 114, 580 students were reported as chronically absent

2017-18 South Carolina Chronic Absenteeism Data

- 13 % of students were reported as chronically absent
- 110,121 students were reported as chronically absent



Chronic Absenteeism

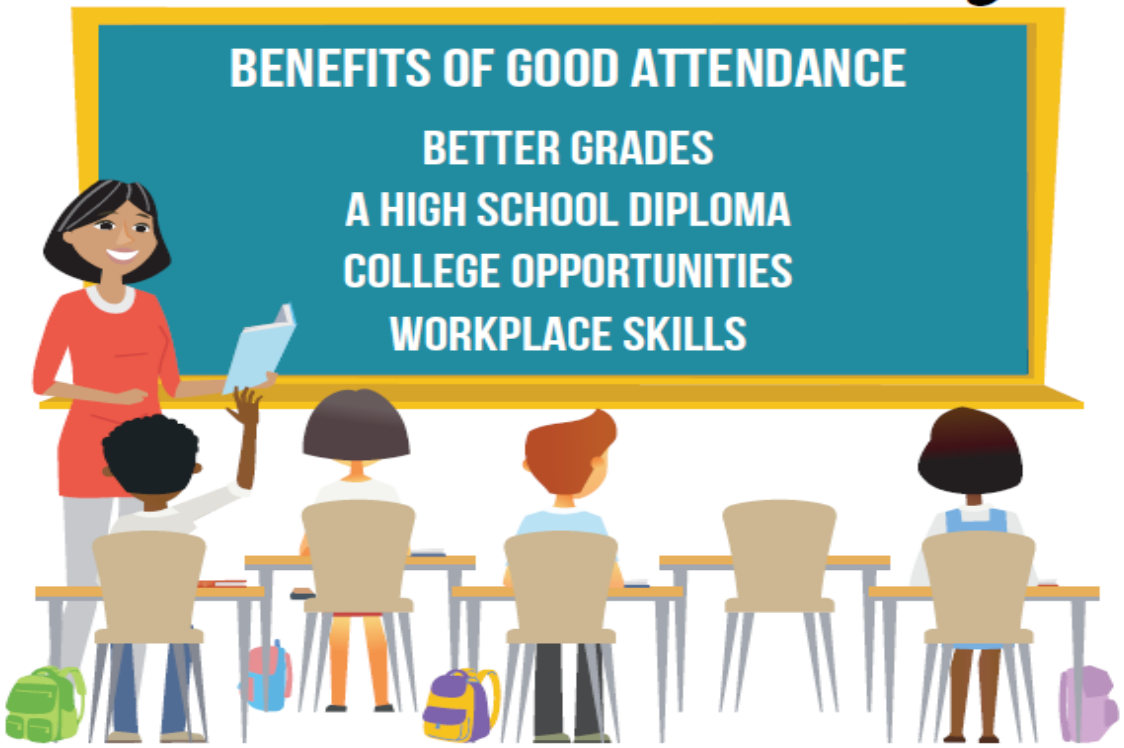
- **How should a student who enrolled at two schools, who is chronically absent at both during a school year be reported?**
  - Students are reported once at each school. Example: If a student is enrolled in school A for half the school year (90 days) and school B for the other half of the school year (90 days). The student is counted at both school A and B as chronically absent.
- **How should a student who is absent that attends school part-time be reported?**
  - The absence for a part-time student should be based on the student's schedule instead of the school day. For example, if a student attends school normally for 4 hours daily, then an absence would be counted when a student is out of school two or more hours.

Attendance Awareness Campaign 2019

https://awareness.attendanceworks.org/

Attendance Every Day!

One Empty Chair is One Too Many



LOCAL CONTACT INFORMATION:

SOUTH CAROLINA DEPARTMENT OF EDUCATION WWW.ED.SC.GOV

South Carolina Compulsory Attendance Law

"South Carolina Compulsory Attendance Law requires that a parent or guardian shall require his child to attend regularly a public or private school or kindergarten of this State which has been approved by the State Board of Education, a member school of the South Carolina Independent Schools and Association, a member school of the South Carolina Association of Christian Schools, or some similar organization, or a parochial, denominational, or church-related school, or other programs which have been approved by the State Board of Education from the school year in which the child is five years of age before September first until the child attains his seventeenth birthday or graduates from high school."

Lawful Absences

- Absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others,
- Absences due to an illness or death in the student's immediate family,
- Absences due to a recognized religious holiday of the student's faith, and
- Absences due to activities that are approved in advance by the principal.

Unlawful Absences

- Absences of a student without the knowledge of his or her parents, and
- Absences of a student without acceptable cause with the knowledge of his or her parents.

Note! Suspension is not to be counted as an unlawful absence for truancy purposes.

ATTENDANCE TIPS FOR PARENTS

Always know the school's policies on absences and making up homework.

Teach your child that being on time each day is important.

Talk with your child about why he or she is avoiding school.

Explain to your child the importance of attending school every day.

Notify school personnel if your child is going to be absent for any reason.

Discourage your child from leaving school before the end of the school day.

Arrange for your child's personal appointments to be held after school or during breaks whenever possible.

Notify your school promptly in writing to explain why your child was absent from school.

Contact teachers to find out what your child's homework assignments are when he or she has been absent.

Enlist the help of a school counselor if your child's academic problems seem to be affecting his or her attendance.

CONTACT US

South Carolina Department of Education
Office of Student Intervention Services

Aveene Coleman
Education Associate
Chronic Absenteeism, Dropout, Truancy
Phone: 803-734-3057
acoleman@ed.sc.gov

Jamaal Perry
Education Associate
At-Risk Programs
Phone: 803-734-8116
jperry@ed.sc.gov

LOCAL CONTACT INFORMATION:

ATTENDANCE EVERY DAY!

One empty chair is one too many

South Carolina Department of Education
Office of Student Intervention Services

101%

BENEFITS OF GOOD ATTENDANCE

BETTER GRADES

A HIGH SCHOOL DIPLOMA

COLLEGE OPPORTUNITIES

WORKPLACE SKILLS

DID YOU KNOW?

Students who fail to attend school could be truant.

Truant

A child age 6 to 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

Habitual Truant

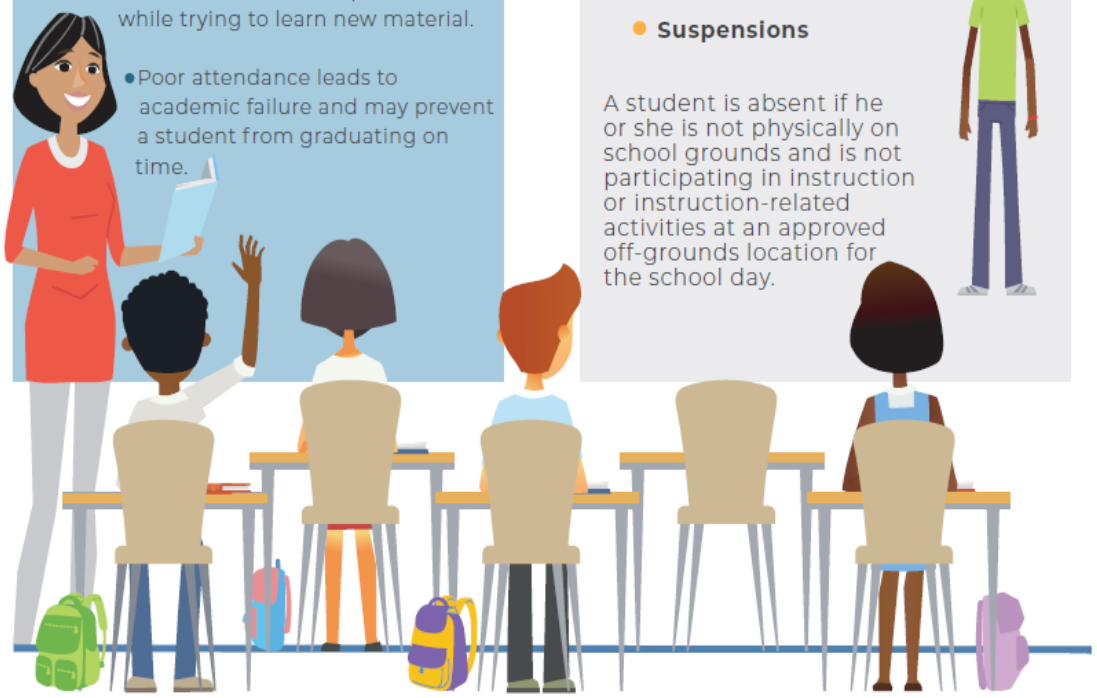
A "habitual" truant is a child age 12 to 17 years who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed.

Chronic Truant

A "chronic" truant is a child age 12 to 17 years who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the "chronic" truant may be referred to the Family Court for violation of a previous court order.

ATTENDANCE FACTS

- Attendance is taken on the first day of school.
- There is a direct link between higher student achievement and regular school attendance.
- Truant behavior often leads to a student's being involved in other risky behaviors.
- Poor attendance is an early warning sign of trouble in a student's life; including the possibility of dropping out.
- Students who miss a day of school miss instruction and must make up the work while trying to learn new material.
- Poor attendance leads to academic failure and may prevent a student from graduating on time.



DID YOU KNOW?

If a student fails to attend 50 percent or more of the school day, this student will be counted absent.

Chronically absent: Any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period.

All types of absences contribute to chronic absenteeism:

- **Excused Absences**
- **Unexcused Absences**
- **Suspensions**

A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day.

Chronic Absenteeism Updates

- No new Attendance Codes
- A request for a Nurse code to replace the LICE code
- Updated SC 38 Chronic Absenteeism to select the Alternative School Program students
- Updated Language
- No Changes to Attendance Setup

Attendance Codes

Make sure the following codes are included in 2019-20 School year attendance drop down

- Unexcused Parent Note (Absent) – Unexcused
- Skipping Class Code (Absent Code)-Unexcused
- Late Check In or Late arrival (Absent Code)-Unexcused

Standardized Attendance Codes

Attendance Codes

New

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	Yes	Yes	Present	1
SC-UNEX	Unexcused/Unverified	Yes	Yes	Absent	2
SC-EX	Excused		Yes	Absent	3
SC-PA	Principal Approved		Yes	Absent	4
SC-MED	Medical		Yes	Absent	5
SC-LCE	Lice		Yes	Absent	6
SC-FLU	Flu-Influenza		Yes	Absent	7
SC-PN	Parent Note		Yes	Absent	8
SC-UEPN	Unexcused Parent Note		Yes	Absent	9
SC-IMNZ	Immunization		Yes	Absent	10
SC-AH	Administrative Hearing		Yes	Absent	11
SC-ETRD	Excused Tardy	Yes	Yes	Present	12
SC-BTRD	Bus Tardy		Yes	Present	13
SC-UTRD	Unexcused Tardy	Yes	Yes	Present	14
SC-HMBD	Homebound		Yes	Present	15
SC-HBSD	Homebased Instruction		Yes	Present	16
SC-FT	Field Trip/School Activity		Yes	Present	17
SC-REL	Religious		Yes	Absent	18
SC-OSS	Out of School Suspension (OSS)		Yes	Absent	19
SC-WTHR	Weather		Yes	Absent	20
SC-LEG	Legal/Court		Yes	Absent	21
SC-COL	College Visit		Yes	Present	22
SC-REC	Attendance Recovery/Saturday Recovery		Yes	Absent	23
SC-ONST	On Site Services		Yes	Present	24
SC-ISS	In School Suspension (ISS)		Yes	Present	25
SC-BRV	Bereavement/Death in Family		Yes	Absent	26
SC-DSML	Dismissal		Yes	Absent	27
SC-EDSM	Early Dismissal		Yes	Present	28
SC-UEDM	Unexcused Early Dismissal		Yes	Present	29
SC-CKIN	Check-in		Yes	Present	30
SC-SKIP	Skip Code		Yes	Absent	31
SC-LATE	Late Arrival		Yes	Absent	32

Submit

SCDE Standardized Attendance Codes

Description	Presence Status	Code	Code Category
Present	Present	blank	Present
Unexcused/Unverified	Absent	SC-UNEX	Unexcused
Excused	Absent	SC-EX	Excused
Principal Approved	Absent	SC-PA	Excused
Medical	Absent	SC-MED	Excused
Lice	Absent	SC-LCE	Excused
Flu-Influenza	Absent	SC-FLU	Excused
Parent Note	Absent	SC-PN	Excused
Unexcused Parent Note	Absent	SC-UEPN	Unexcused
Immunization	Absent	SC-IMNZ	Excused/Unexcused
Administrative Hearing	Absent	SC-AH	Excused
Excused Tardy	Present	SC-ETRD	Tardy
Bus Tardy	Present	SC-TRD	Tardy
Unexcused Tardy	Present	SC-UTRD	Tardy
Homebound	Present	SC-HMBD	Present
Homebased Instruction	Present	SC-HBSD	Present
Field Trip/School Activity	Present	SC-FT	Present

SCDE Standardized Attendance Codes

Description	Presence Status	Code	Code Category
Religious	Absent	SC-REL	Excused
Out of School Suspension (OSS)	Absent	SC-OSS	OSSusp
Weather	Absent	SC-WTHR	Excused
Legal/Court	Absent	SC-LEG	Excused
College Visit	Present	SC-COL	Present
Attendance Recovery/ Saturday Recovery	Absent	SC-REC	Excused
On Site Services	Present	SC-ONST	Present
In School Suspension (ISS)	Present	SC-ISS	Present
Bereavement/Death in Family	Absent	SC-BRV	Excused
Dismissal	Absent	SC-DSML	Excused/Unexcused
Early Dismissal	Present	SC-EDSM	Present
Unexcused Early Dismissal	Present	SC-UEDM	Present
Check-In	Present	SC-CKIN	Present
Skip	Absent	SC-SKIP	Unexcused
Late	Absent	SC-LATE	Unexcused

Attendance Codes

- **Early Dismissal (SC – EDSM) -** this code should be used if the student has attended 50% or more of the school day and is leaving early. This is a present code.
- **Dismissal (SC–DSML) -** this code should be used if a student has attended less 50 percent of the school day. This is an absent code.
- **Check-In (SC-CKIN)**-this code should be used if a student leaves school for an appointment and returns to school. The student must have attended school for 50% or more of the school day. This is a present code.
- **Skipping Class Code (SC-SKIP)-** this code should be used if the student is deliberately not attending class without parent or school approval. This is an unexcused absent code.
- **Late (SC-LATE)-**this code should be used if a student is extremely late to school, without an excuse. The student attended less 50 percent of the school day. This is an unexcused absent code.

Chronic Absenteeism

- ***Daily** – Elementary School (1 period in Bell Schedule).-If a student leaves early, arrives late, or returns the time in and time out must be entered.

- **Meeting** – Middle School, High School, Elementary School with more than 1 period in Bell Schedule. Attendance should be taken in every period. If the student leaves early, arrives late, or returns the attendance should be updated. The time in and time out can be entered in the Time comment section only.

Chronic Absenteeism- Daily Attendance Schools

Students attending 50% or more of the school day
Attendance Codes (Daily Attendance)

Present

SC-EDSM*

SC-ETRD*

SC-UTRD*

SC-CKIN*

SC-FT

SC-HMBD, SC HBSD, SC ISS

* Time and Time out is entered

Students attending less than 50 percent of the school day (Daily Attendance), but attended some portion of the school day.

Enter any absent Attendance Code + Time in and Time out

SC- DSML

SC-EX or SC UNEX

SC-MED

SC-LEG

SC-PN or SC UEPN

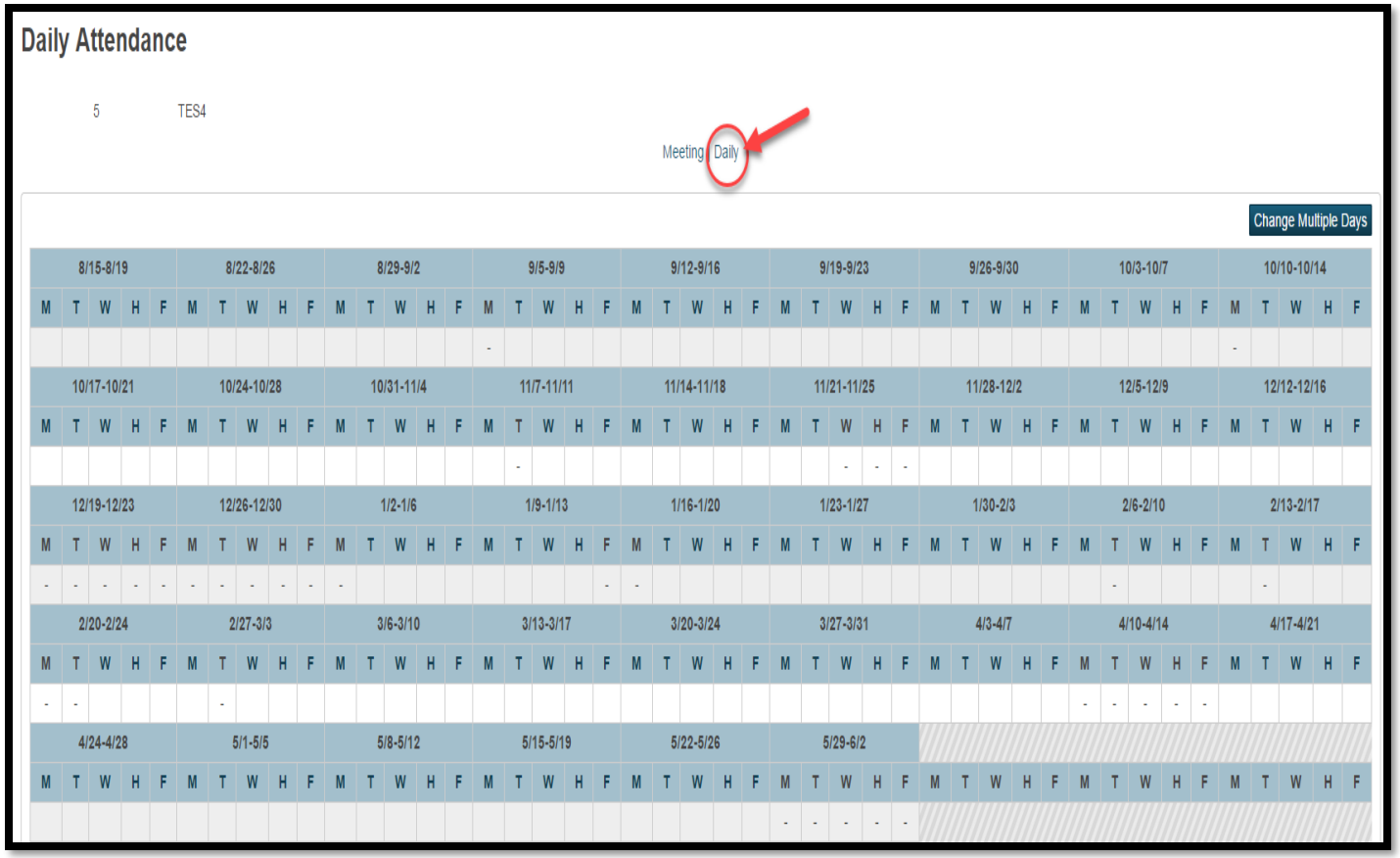
SC-LATE

Taking Daily Attendance

Entering an attendance for a student

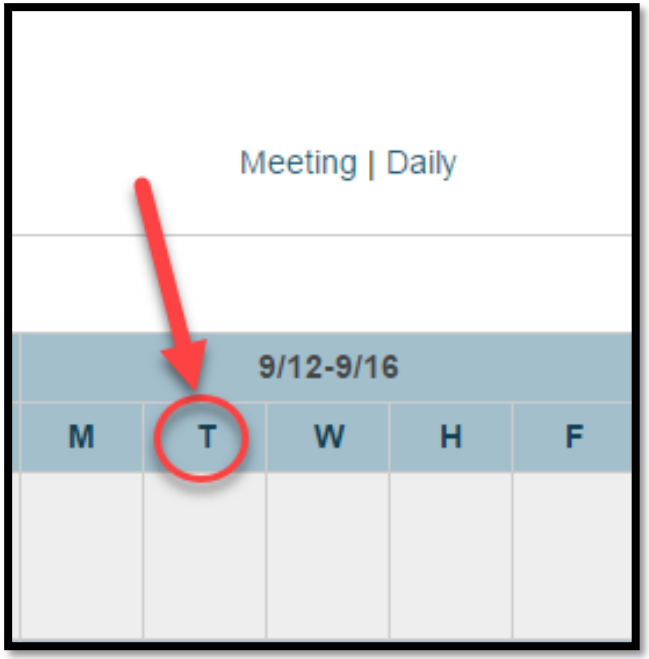
1. Find and select the student.
2. Click on the **Attendance** page of the selected student.
3. On the Daily page for the Date you need to enter an attendance code, click on the character (M,T,W,H,F) of the day.
4. Select the appropriate **Attendance Code** from the drop down.
5. Leave **Time In** and **Time Out** blank.
6. Click **Submit** to save.

Entering Daily Attendance



Entering Daily Attendance

To enter attendance, click on a day (M,T,W,H,F).



Entering Daily Attendance

Populate the fields below on the "Daily Attendance" page, then submit the page:

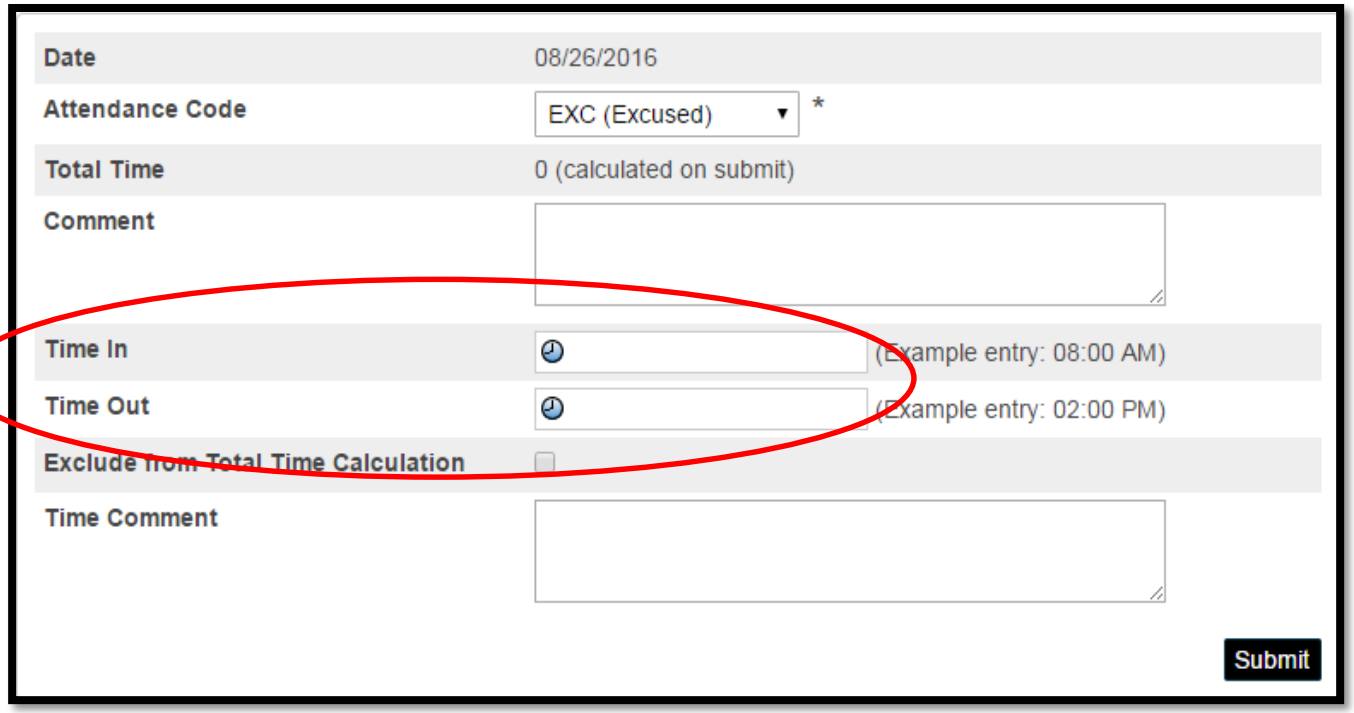
- **Attendance Code -** Select the appropriate attendance code.
- **Comment -** Enter a comment.

Recommended: Enter attendance codes that would benefit from additional detailed information (such as On Site Services, etc...)

Entering Daily Attendance

- **Time In:** Enter the time that the student arrived at school.
- **Time Out:** Enter the time that the student left school.
- **Exclude from Total Time Calculation:** Mark the box to exclude this attendance record from affecting the time attendance calculation for the day (optional).
- **Time Comment:** Enter a time comment if above is checked (optional).

Entering Daily Attendance

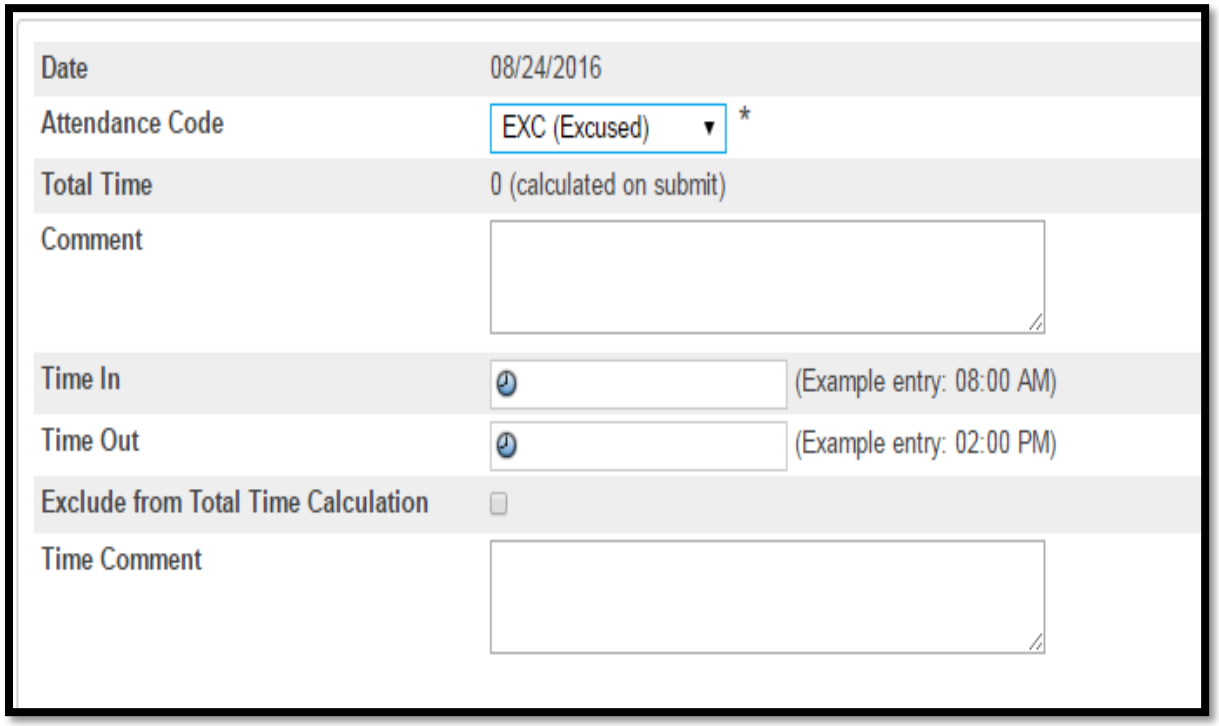


Daily Attendance Scenarios

Scenario 1: Entering an attendance for a student that has been absent for the entire day.

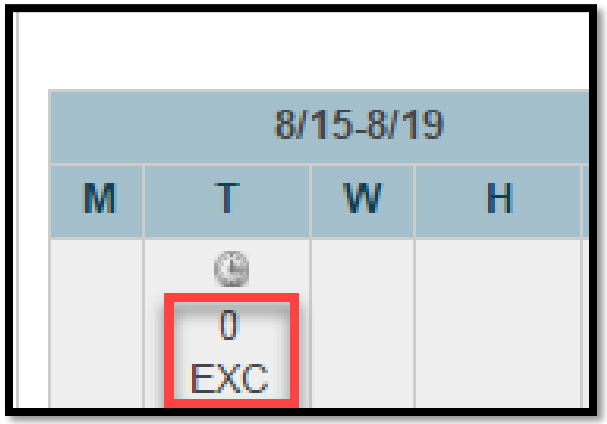
1. Find and select the student.
2. Click on the **Attendance** page of the selected student.
3. On the Daily page for the Date you need to enter an attendance code, click on the character (M,T,W,H,F) of the day.
4. Select the appropriate **Attendance Code** from the drop down.
5. Leave **Time In** and **Time Out** blank.
6. Click **Submit** to save.

Daily Attendance Scenarios



Daily Attendance Scenarios

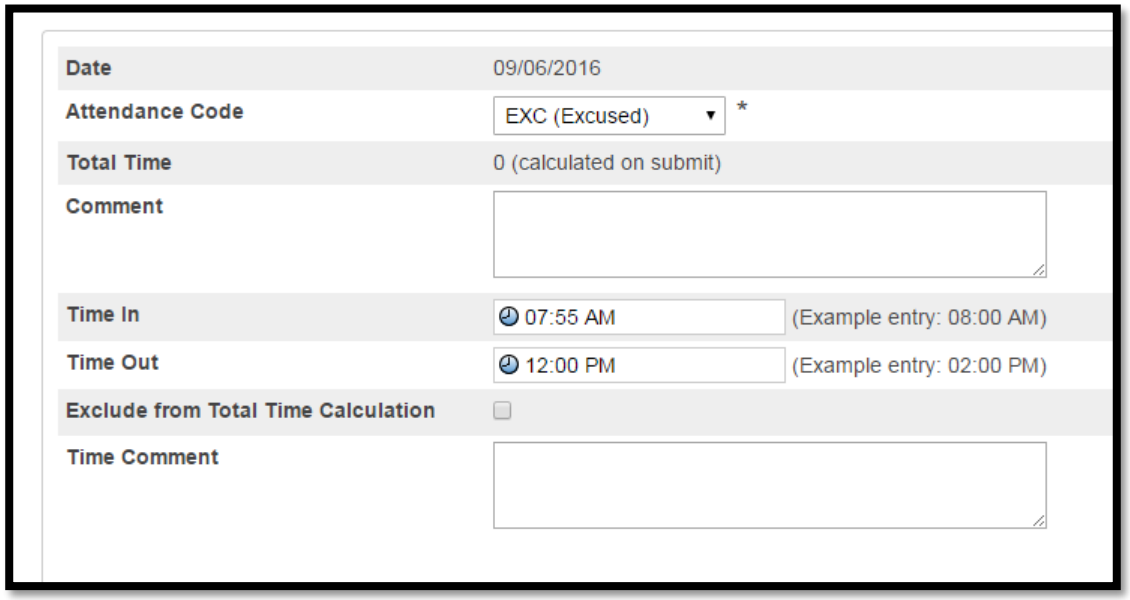
A zero (0) will display above the Attendance Code when an absence Attendance Code is selected.



Daily Attendance Scenarios

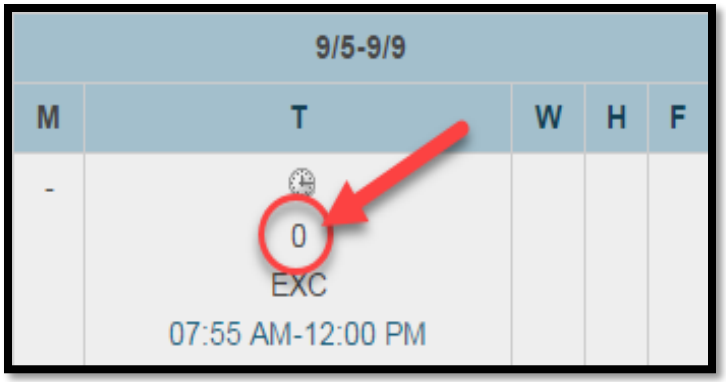
4. Select the appropriate **Attendance Code** from the drop down.
5. Enter the **Time In** for when the student arrived at school.
6. Then enter the **Time Out** for when the student left school.
7. Click **Submit** to save.

Daily Attendance Scenarios



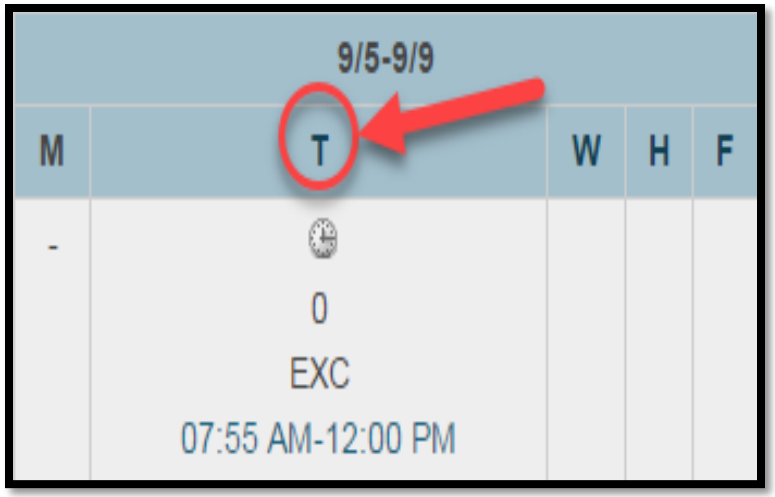
Daily Attendance Scenarios

- When you enter a **Time In** and **Time Out,** the Attendance Code will display with zero (0) minutes above the attendance code.
- The time out that was entered will display below.



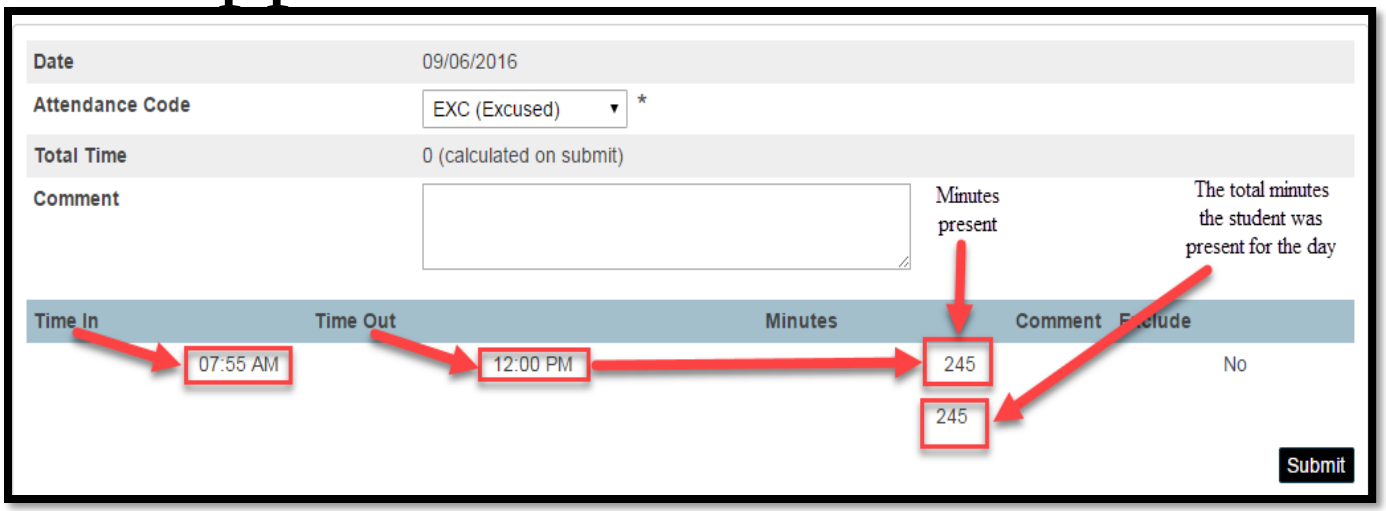
Daily Attendance Scenarios

To verify how many minutes were calculated for that day click on the day.



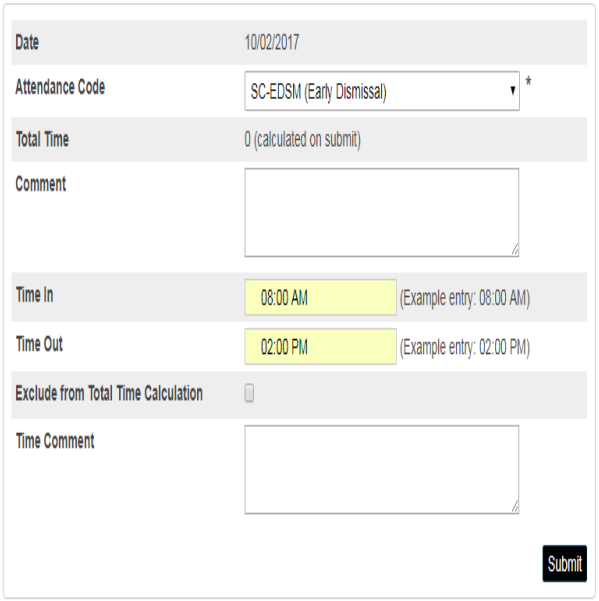
Daily Attendance Scenarios

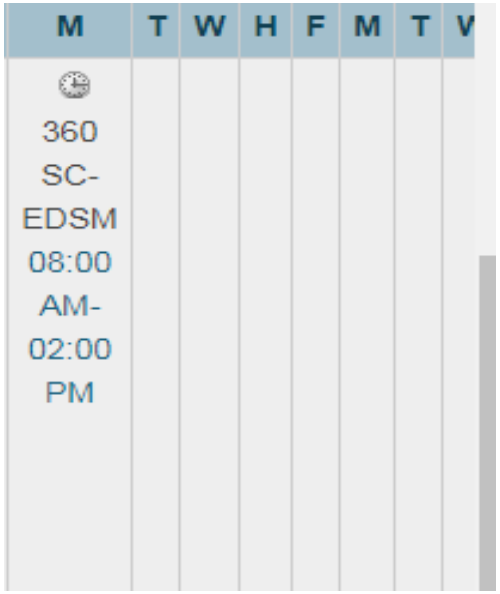
The “Edit Daily Attendance” will open and the minutes the student was present for that day will appear.



Chronic Absenteeism-Daily Attendance-Early Dismissal

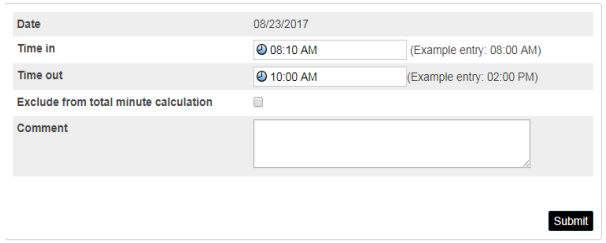
Scenario 2: Entering an attendance code for a student who leaves school early, but attend 50 percent of the day.

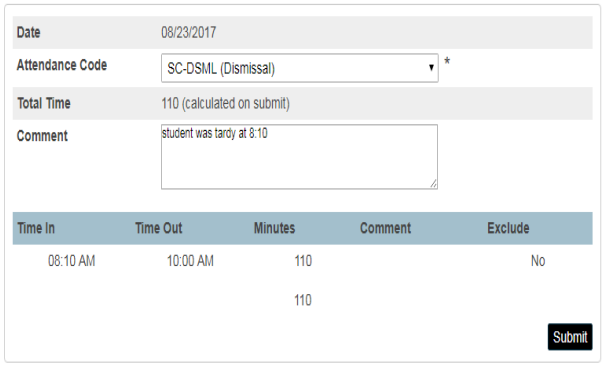


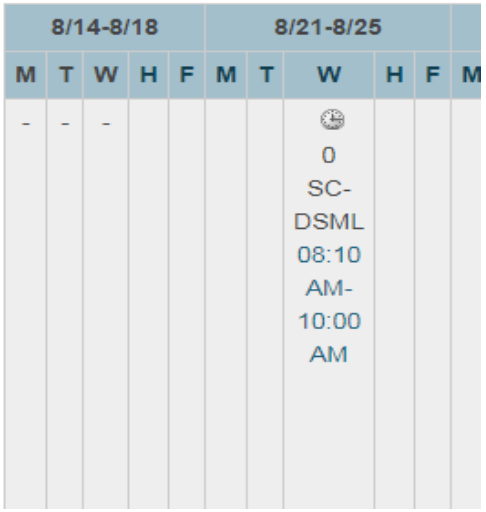


Chronic Absenteeism-Daily Attendance-Dismissal

Scenario 2: Entering an attendance code for a student who leaves school early, but did not attend 50 percent of the day.

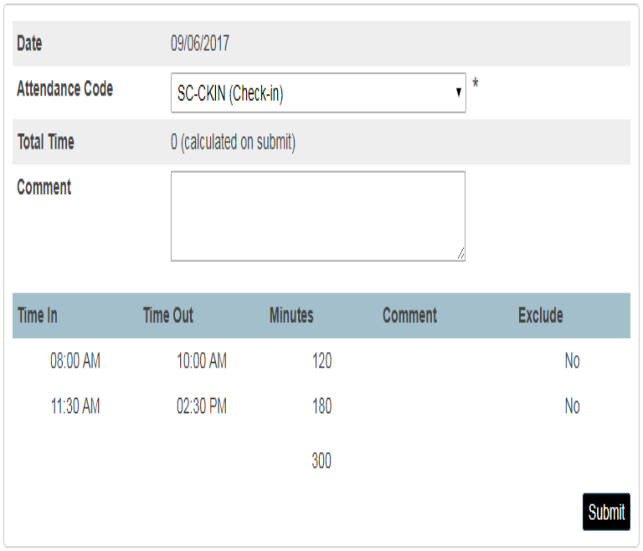






Chronic Absenteeism-Daily Attendance-Check-in

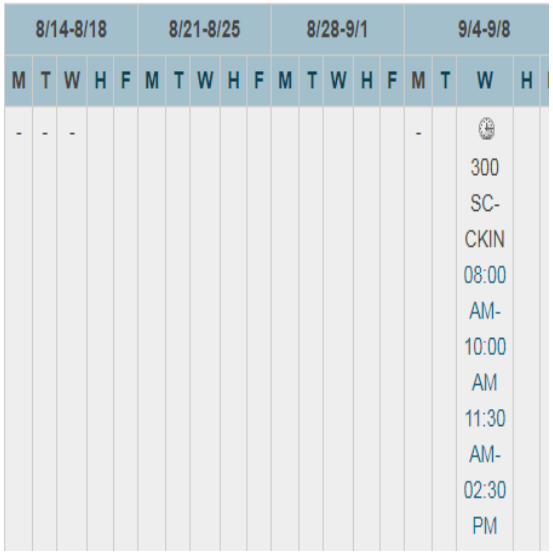
Scenario 2: Entering an attendance code for a student who leaves school for a medical appointment and returns. This student attend 50 percent of the day.



Date	09/06/2017
Attendance Code	SC-CKIN (Check-in) *
Total Time	0 (calculated on submit)
Comment	

Time In	Time Out	Minutes	Comment	Exclude
08:00 AM	10:00 AM	120		No
11:30 AM	02:30 PM	180		No
		300		

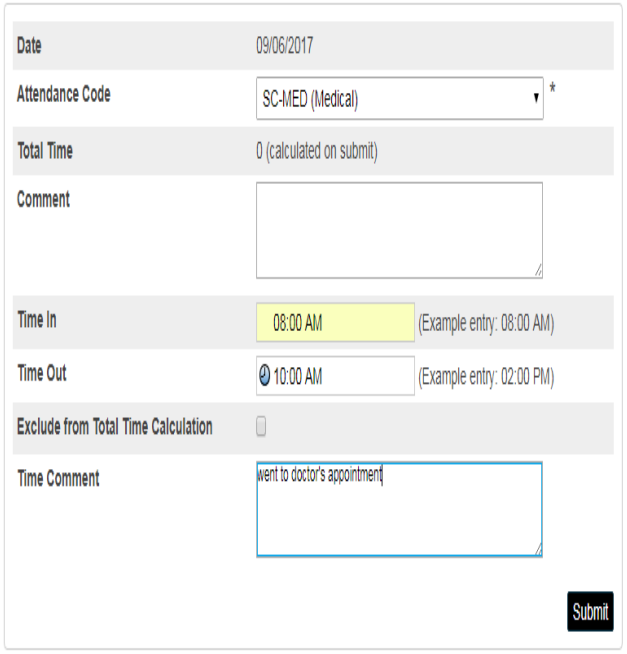
Submit

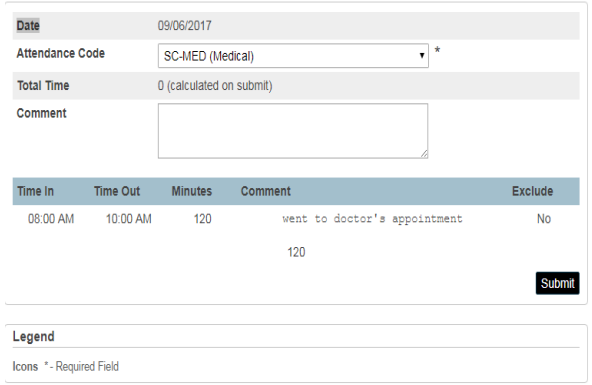


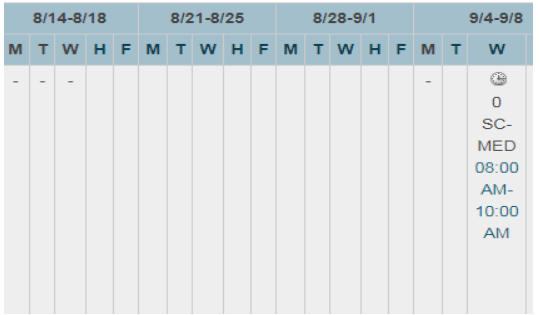
8/14-8/18					8/21-8/25					8/28-9/1					9/4-9/8			
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H
-	-	-													-		300 SC-CKIN 08:00 AM-10:00 AM 11:30 AM-02:30 PM	

Chronic Absenteeism-Daily Attendance-Medical

Scenario 2: Entering an attendance code for a student who leaves for a medical appointment, but did not attend 50 percent of the day.







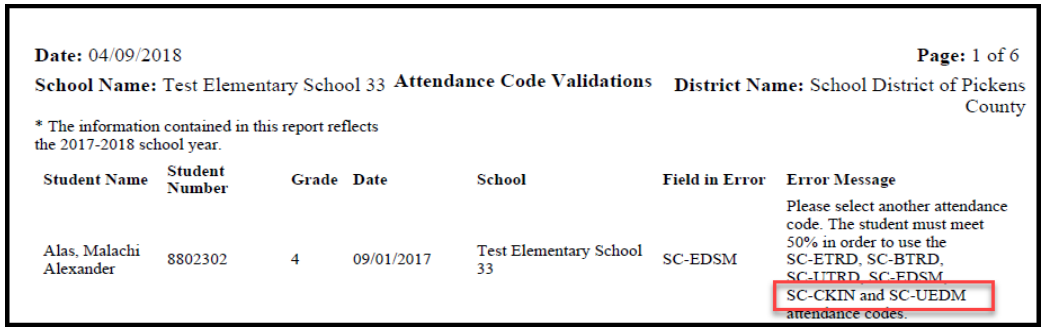
SC48 Daily Attendance Validation Report

- SC 48 Daily Attendance Validation Report flags students who are coded with a present code who did not attend 50 percent of the school day.
- The SC 48 Daily Validation Reports flags the following present codes listed below:
  - **Excused Tardy-SC-ETRD**
  - **Bus Tardy-SC-TRD**
  - **Unexcused Tardy-SC-UTRD**
  - **Check-In-SC-CKIN**
  - **Unexcused Early Dismissal-SC-UEDM**
- Schools must correct the information display on SC48 Daily Attendance Validation Report by entering an absent code. This report should be corrected before submitting the final chronic absenteeism data.

SC48 Daily Attendance Validation Report Changes

SC48 Daily Attendance Validation Report Changes.

- Check-in and Unexcused Early Dismissal added to this report.



Date: 04/09/2018 **Page:** 1 of 6

School Name: Test Elementary School 33 **Attendance Code Validations** **District Name:** School District of Pickens County

* The information contained in this report reflects the 2017-2018 school year.

Student Name	Student Number	Grade	Date	School	Field in Error	Error Message
Alas, Malachi Alexander	8802302	4	09/01/2017	Test Elementary School 33	SC-EDSM	Please select another attendance code. The student must meet 50% in order to use the SC-ETRD, SC-BTRD, SC-UTRD, SC-EDSM, SC-CKIN and SC-UEDM attendance codes.

Note: This validation report is **ONLY** for schools that take daily attendance only. (Elementary Schools with 1 period in their Bell Schedule)

Chronic Absenteeism (Meeting Attendance)

Meeting Attendance:

- The following scenario is based on a high school bell schedule of 423 minutes.
  - A student is present if he/she are in instruction for 212 (211.5 rounded up) minutes, if a student is scheduled for 423 minutes.
  - Attendance must be taken each class period.
- The Chronic Absenteeism reports looks at the entire minutes in the bell schedule for a school day, then looks at the individual student's schedule for a school day. See table below:

Chronic absenteeism (Meeting Attendance)

CA-Present

Student	Scheduled minutes	Number of minutes	Present or Absent
Student A	360 minutes	180 (50% of the student's schedule)	Present
Student B	400 minutes	200 (50% of the student's schedule)	Present
Student C	423 minutes	212 (50% of the student's schedule)	Present

CA-Absent

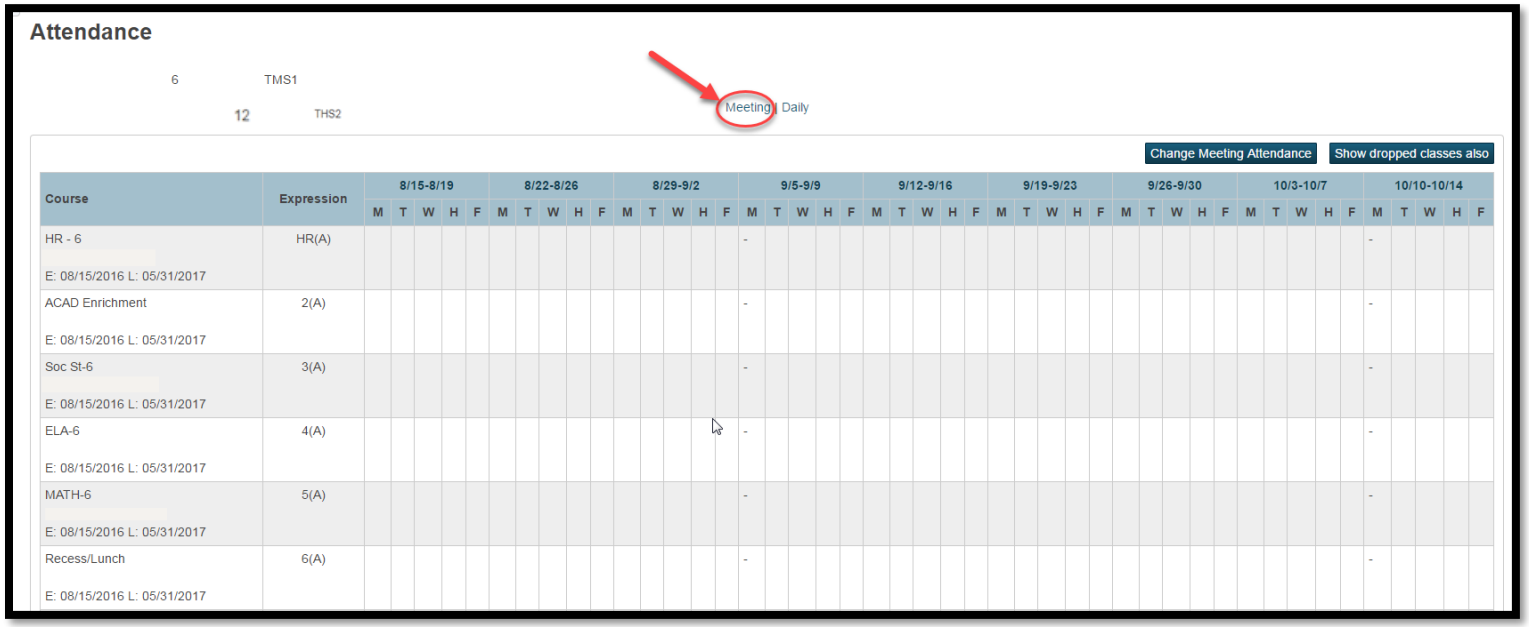
Student	Scheduled minutes	Number of minutes	Present or Absent
Student A	360 minutes	179 (Not 50% of the student's schedule)	Absent
Student B	400 minutes	199 (Not 50% of the student's schedule)	Absent
Student C	423 minutes	211 (Not 50% of the student's schedule)	Absent

Entering Meeting Attendance

Middle Schools and High Schools will have to take attendance every period (meeting).

1. Select a student from the Start Page.
2. Click **Attendance** on the student's screen.
3. Select **Meeting** from the top of the page.

Entering Meeting Attendance

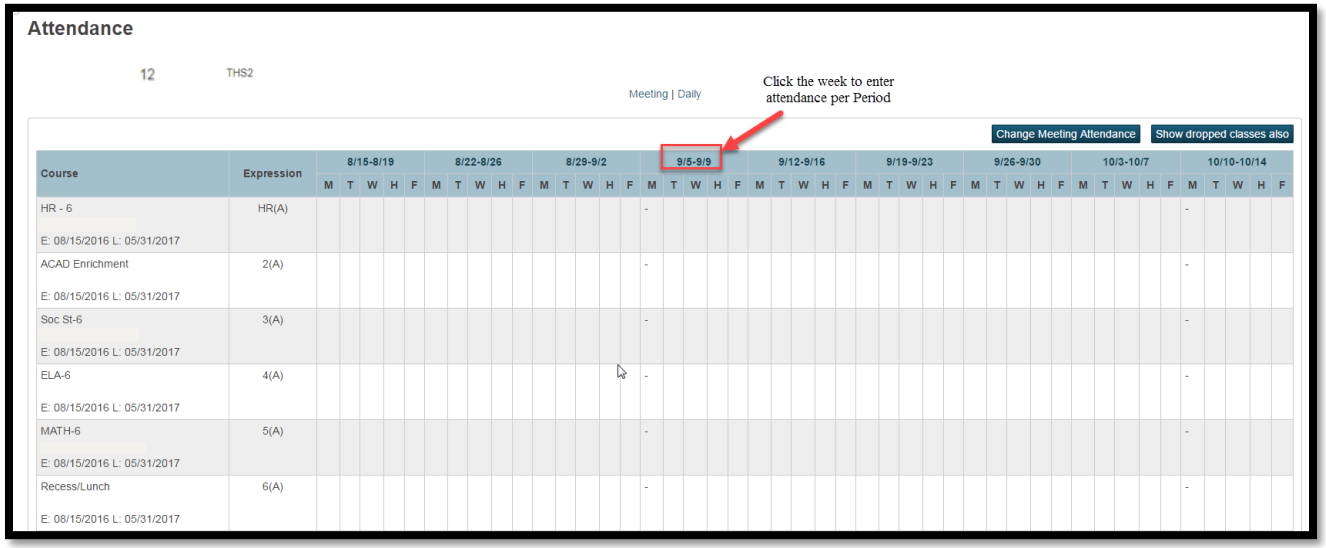


Entering Meeting Attendance

4. The Meeting attendance screen displays seven weeks across the top of the page and the student's active enrollments along the left hand side, listed according to expression.
5. To enter attendance, click on a week (9/5-9/9).

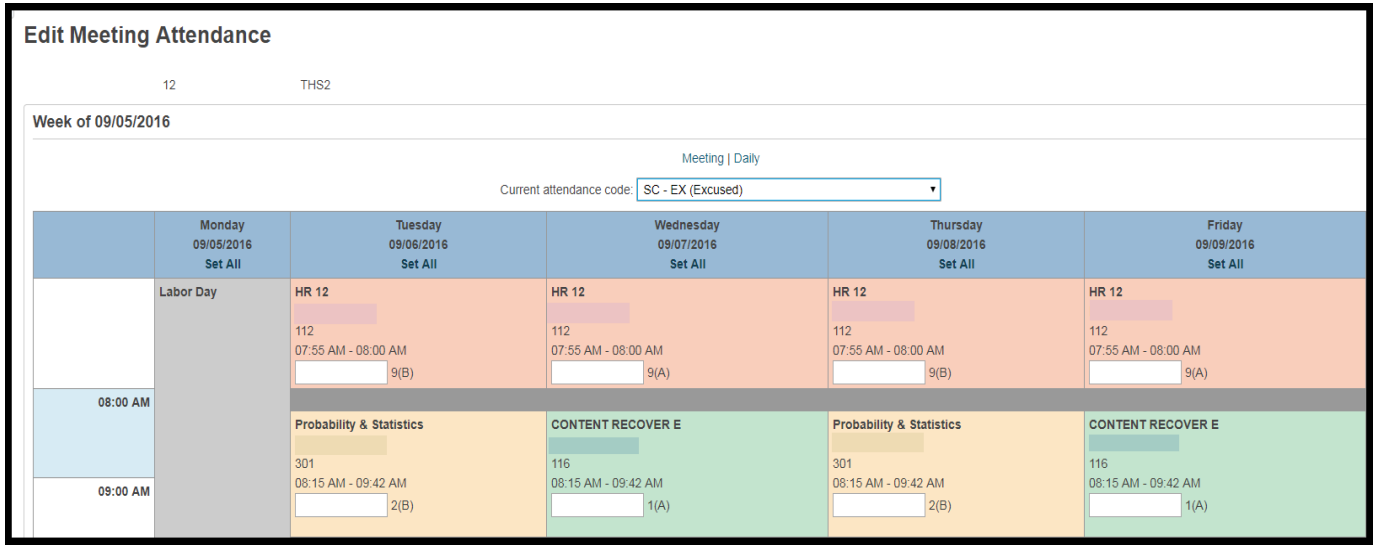
Note: If the appropriate week is not listed, change the term at the top of the page to a term with a date range that includes the week.

Entering Meeting Attendance



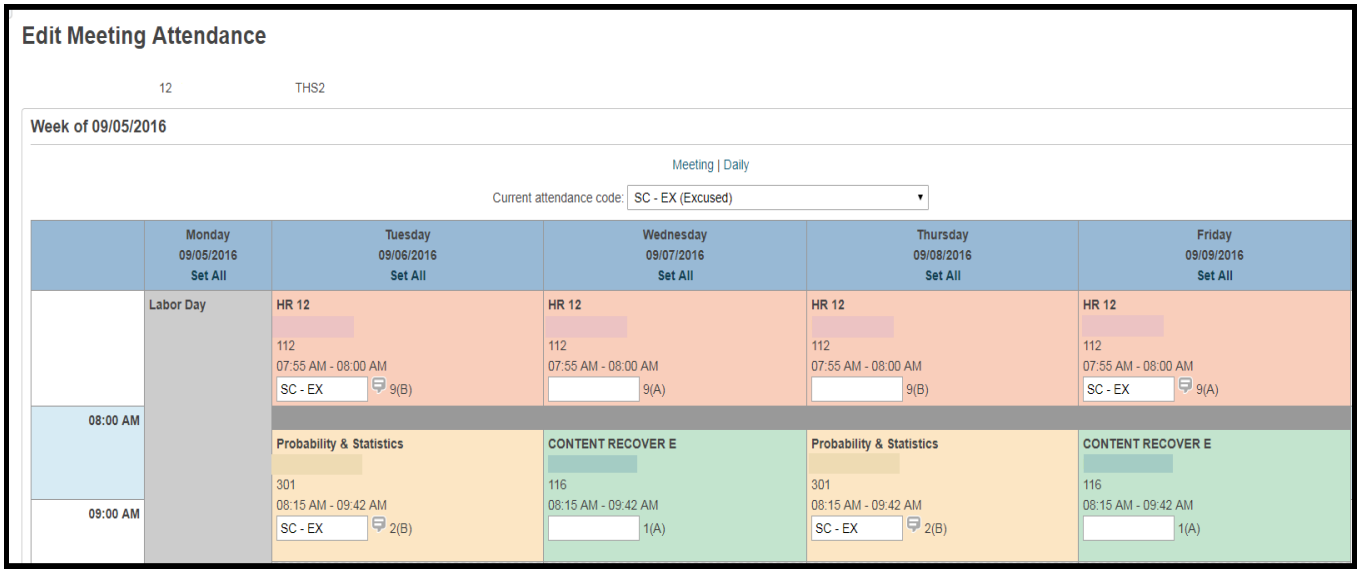
Entering Meeting Attendance

6. Select an attendance code from the "Current attendance code" drop-down.



Entering Meeting Attendance

7. After selecting the “Current attendance code,” click in each expression box for each period the student needs an absence attendance code.



Entering Meeting Attendance

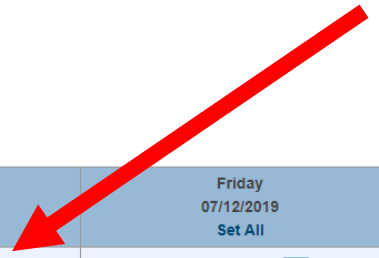
8. Click **Submit** to save changes

Note: When taking meeting attendance, there is no field to enter **Time In** and **Time Out**. Enter Time In and Time Out in the comments.

Meeting Attendance

Course	Expression	5/27-5/31					6/3-6/7					6/10-6/14					6/17-6/21					6/24-6/28					7/1-7/5					7/8-7/12					7/15-7/19					7/22-7/26				
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
Accounting 1 Aitcheson, Alinda Sala E: 07/01/2019 L: 06/01/2020	1(A-B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						SC-UNEX	SC-UNEX	SC-UNEX	SC-ETRD		SC-OSS	SC-OSS								
Algebra 1 Andrade, Lashawna Levetta E: 07/01/2019 L: 06/01/2020	2(A-B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						SC-UNEX	SC-UNEX	SC-UNEX			SC-OSS	SC-OSS								
Anatomy/Phy Andryszczak, Arick Antwaun E: 07/01/2019 L: 06/01/2020	3(A-B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						SC-UNEX	SC-UNEX	SC-UNEX			SC-OSS	SC-OSS								
AP European His Aslakson, Shearl Prathik E: 07/01/2019 L: 06/01/2020	4(A-B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						SC-UNEX	SC-UNEX	SC-UNEX			SC-OSS	SC-OSS								
Bluegrass Music 1 Atkyns, Malvenia Yamely E: 07/01/2019 L: 06/01/2020	5(A-B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						SC-UNEX		SC-UNEX			SC-OSS	SC-OSS								
Chemistry 1-CP Bacop, Raegina Mikinley E: 07/01/2019 L: 06/01/2020	6(A-B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						SC-UNEX					SC-OSS	SC-OSS								
English 1 Balasin, Amaryllis Tanaja E: 07/01/2019 L: 06/01/2020	7(A-B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						SC-UNEX					SC-OSS	SC-OSS								
Env Studies-Sci Baltrushaitis, Habiba Henchy E: 07/01/2019 L: 06/01/2020	8(A-B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					SC-LEG	SC-UNEX					SC-OSS	SC-OSS								

Meeting Attendance



	Monday 07/08/2019 Set All	Tuesday 07/09/2019 Set All	Wednesday 07/10/2019 Set All	Thursday 07/11/2019 Set All	Friday 07/12/2019 Set All
Meeting Time	312/356 mins	0/356 mins	178/356 mins	138/356 mins	356/356 mins
	Accounting 1 Aitcheson, Alinda Sala 08:10 AM - 08:55 AM 1(B)	**Accounting 1** Aitcheson, Alinda Sala 08:10 AM - 08:55 AM SC-UNEX 1(A)	**Accounting 1** Aitcheson, Alinda Sala 08:10 AM - 08:55 AM SC-UNEX 1(B)	**Accounting 1** Aitcheson, Alinda Sala 08:10 AM - 08:55 AM SC-UNEX 1(A)	**Accounting 1** Aitcheson, Alinda Sala 08:10 AM - 08:55 AM SC-ETRD 1(B)
09:00 AM	**Algebra 1** Andrade, Lashawna Levetta 08:56 AM - 09:40 AM 2(B)	**Algebra 1** Andrade, Lashawna Levetta 08:56 AM - 09:40 AM SC-UNEX 2(A)	**Algebra 1** Andrade, Lashawna Levetta 08:56 AM - 09:40 AM SC-UNEX 2(B)	**Algebra 1** Andrade, Lashawna Levetta 08:56 AM - 09:40 AM SC-UNEX 2(A)	**Algebra 1** Andrade, Lashawna Levetta 08:56 AM - 09:40 AM 2(B)
	Anatomy/Phy Andryszczak, Arick Antwaun 09:45 AM - 10:30 AM 3(B)	**Anatomy/Phy** Andryszczak, Arick Antwaun 09:45 AM - 10:30 AM SC-UNEX 3(A)	**Anatomy/Phy** Andryszczak, Arick Antwaun 09:45 AM - 10:30 AM SC-UNEX 3(B)	**Anatomy/Phy** Andryszczak, Arick Antwaun 09:45 AM - 10:30 AM SC-UNEX 3(A)	**Anatomy/Phy** Andryszczak, Arick Antwaun 09:45 AM - 10:30 AM 3(B)
10:00 AM	**AP European His** Aslakson, Shearl Prathik 10:31 AM - 11:15 AM 4(B)	**AP European His** Aslakson, Shearl Prathik 10:31 AM - 11:15 AM SC-UNEX 4(A)	**AP European His** Aslakson, Shearl Prathik 10:31 AM - 11:15 AM SC-UNEX 4(B)	**AP European His** Aslakson, Shearl Prathik 10:31 AM - 11:15 AM SC-UNEX 4(A)	**AP European His** Aslakson, Shearl Prathik 10:31 AM - 11:15 AM 4(B)
11:00 AM	**Bluegrass Music 1** Atkyns, Malvenia Yamely 11:20 AM - 12:00 PM 5(B)	**Bluegrass Music 1** Atkyns, Malvenia Yamely 11:20 AM - 12:00 PM SC-UNEX 5(A)	**Bluegrass Music 1** Atkyns, Malvenia Yamely 11:20 AM - 12:00 PM 5(B)	**Bluegrass Music 1** Atkyns, Malvenia Yamely 11:20 AM - 12:00 PM SC-UNEX 5(A)	**Bluegrass Music 1** Atkyns, Malvenia Yamely 11:20 AM - 12:00 PM 5(B)
12:00 PM	**Chemistry 1-CP** Bacop, Raegina Mikinley 12:01 PM - 12:50 PM 6(B)	**Chemistry 1-CP** Bacop, Raegina Mikinley 12:01 PM - 12:50 PM SC-UNEX 6(A)	**Chemistry 1-CP** Bacop, Raegina Mikinley 12:01 PM - 12:50 PM 6(B)	**Chemistry 1-CP** Bacop, Raegina Mikinley 12:01 PM - 12:50 PM 6(A)	**Chemistry 1-CP** Bacop, Raegina Mikinley 12:01 PM - 12:50 PM 6(B)
01:00 PM					

Customized Chronic Absenteeism, Attendance Reports

1. On the Start page click **System Reports**.
2. Click on the **State** tab.

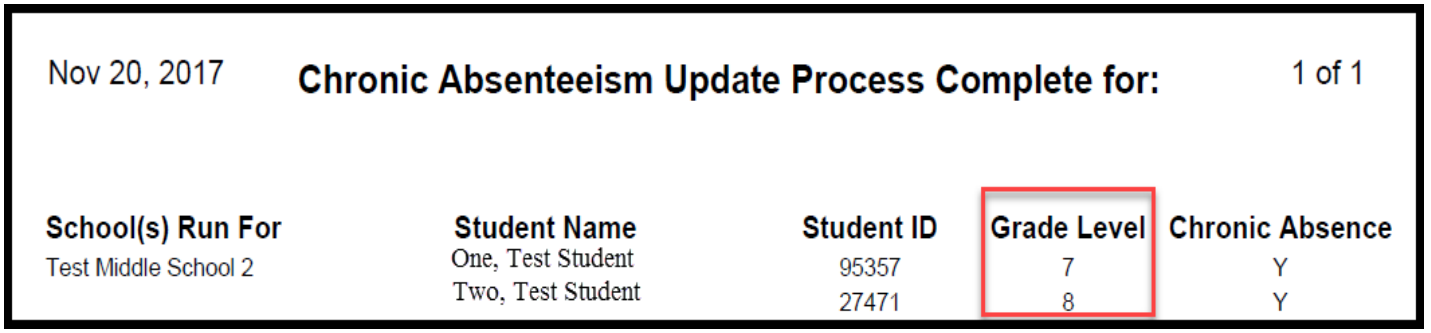
    1. Chronic Absenteeism
    2. Attendance

Chronic Absenteeism	Version	Description
SC37 Chronic Absenteeism Update Process	1.0.9	Updates Chronic Absenteeism table
SC38 Chronic Absenteeism School Report	1.1.0	Generates Chronic Absenteeism School Report In PDF or CSV Format

SC 37 Chronic Absenteeism Update Process

The Chronic Absenteeism Update Process will flag students identified as chronically absent. The student must meet the following requirements to be flagged as "Y" for chronically absent:

- A student must be enrolled at a school for at least 10 membership days to be included in the calculation.
- A student will be flagged as a 'Y' (chronically absent) if the attendance recorded in PowerSchool reaches or exceeds the 10 percent days absent of membership days. Absences will include excused, unexcused and/or out of school suspensions.
- A student is considered absent if not present 50% or more of the school day.



Nov 20, 2017 **Chronic Absenteeism Update Process Complete for:** 1 of 1

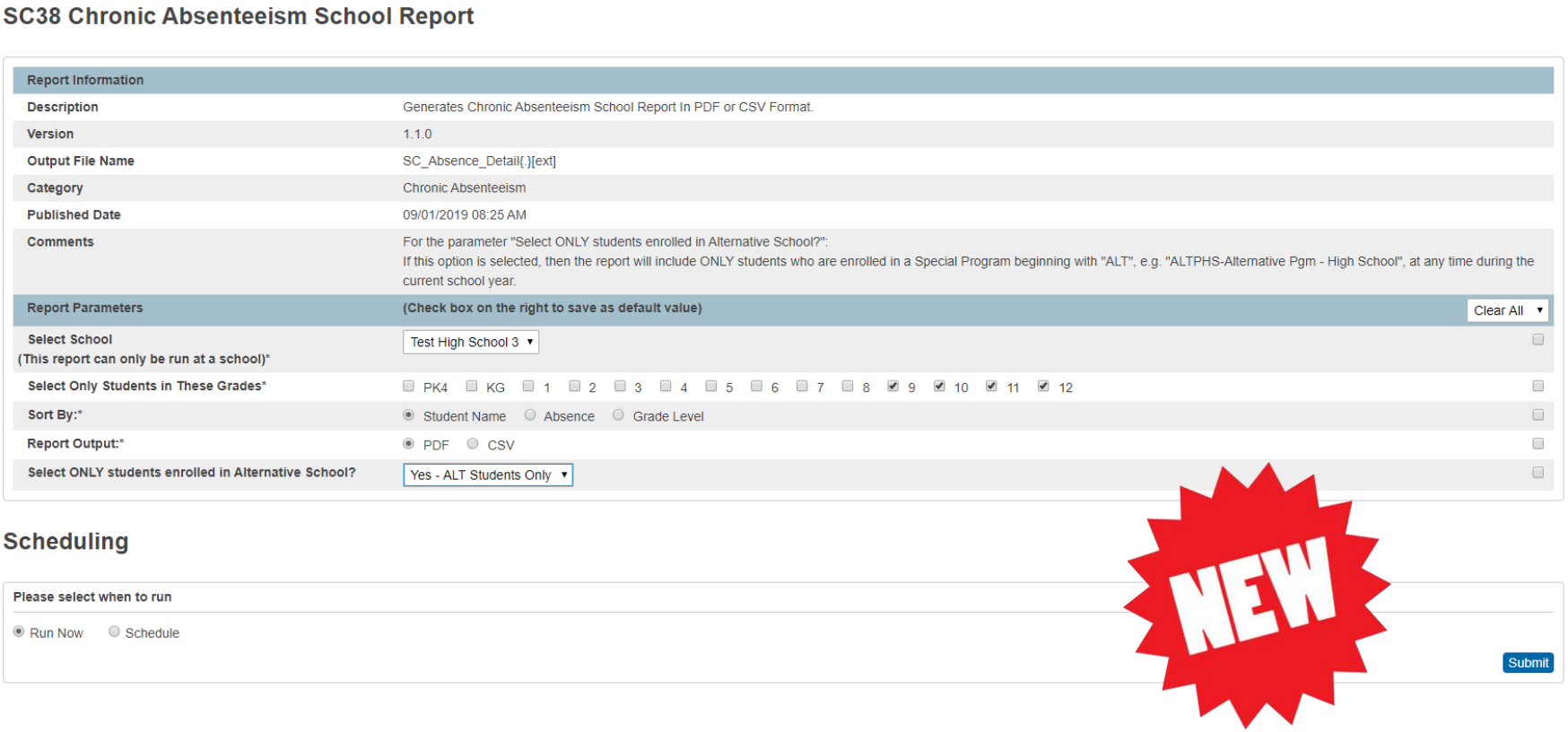
School(s) Run For	Student Name	Student ID	Grade Level	Chronic Absence
Test Middle School 2	One, Test Student	95357	7	Y
	Two, Test Student	27471	8	Y

Chronic Absenteeism Reminders

- Please make sure the following steps are followed before submitting data to SCDE:
  - Run the SC 37 Chronic Absenteeism Update Process for all schools in the district.
  - Run the SC 38 Chronic Absenteeism School Level Report (pdf version) for all schools in the district.
  - Review the school membership days at the top of the SC 38 Chronic Absenteeism School report to ensure the information is updated to the current collection cycle
  - Review the report to ensure that the students are reported accurately.
  - Review the entry and exit dates for students identified to ensure that this information is correct.
  - Review the reports to ensure that “No Show” students are not reported.
  - Compare the ADT reports to SC 38 Chronic Absenteeism School Level Report (pdf version) for all schools in the district.

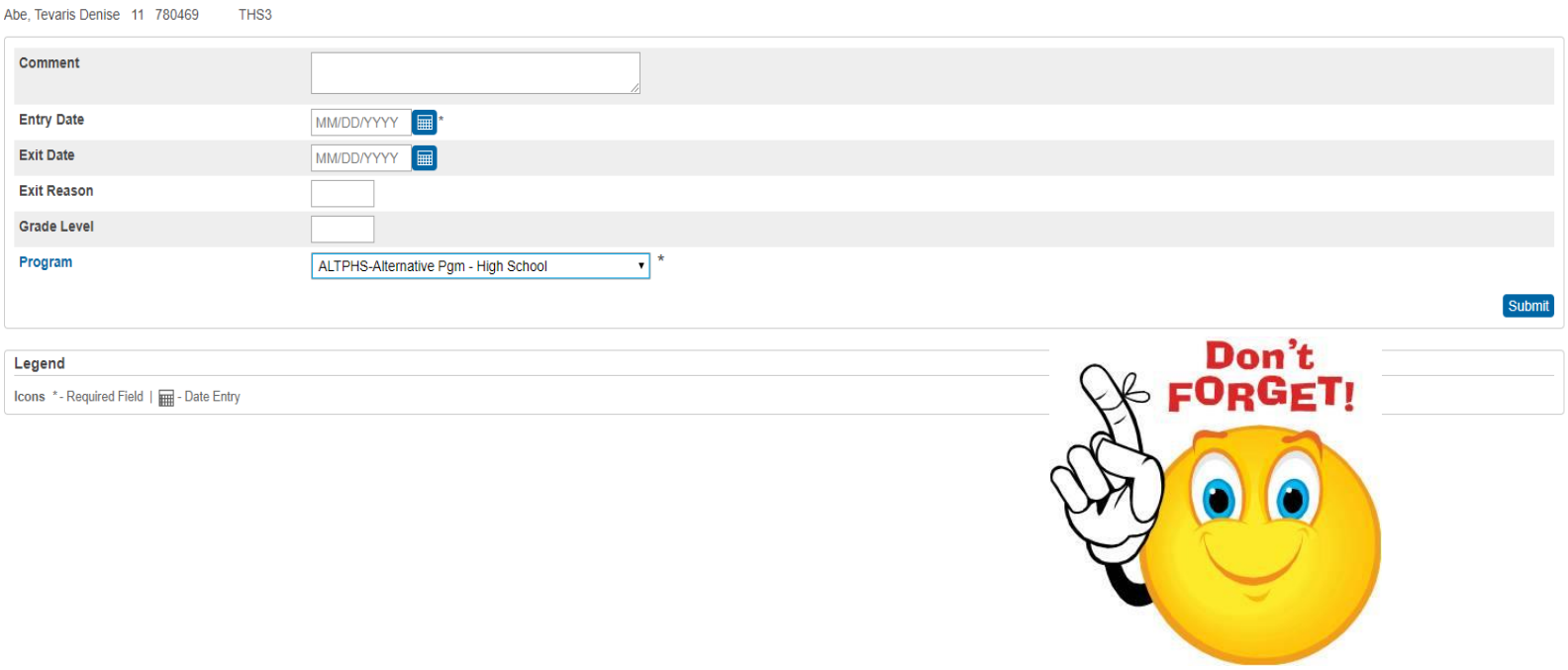
SC38 Chronic Absenteeism School Report

Select Alternative Students Only was added to the input page.

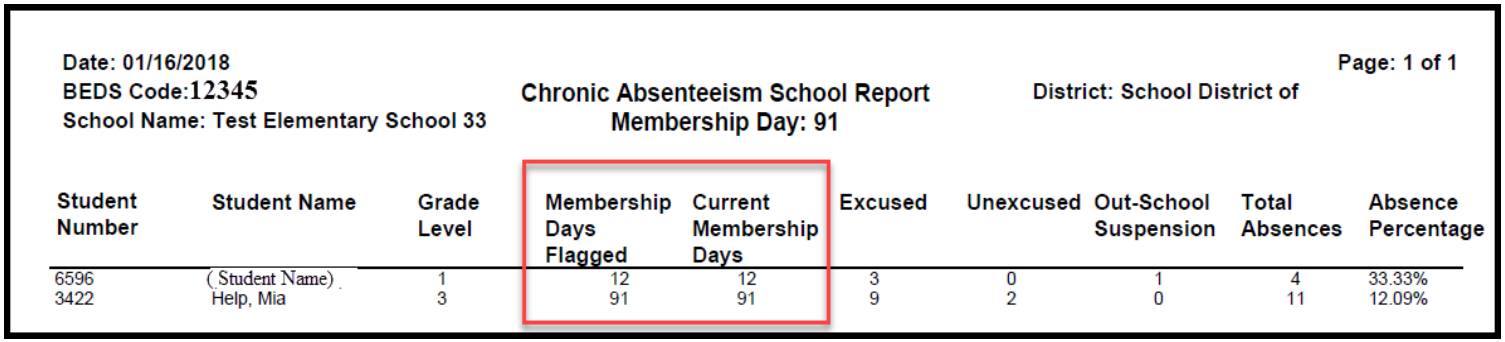


SC38 Chronic Absenteeism School Report

Make sure all Alternative School Program students are coded under the special program field with an entry date



SC38 Chronic Absenteeism School Report



Date: 01/16/2018
BEDS Code:12345
School Name: Test Elementary School 33

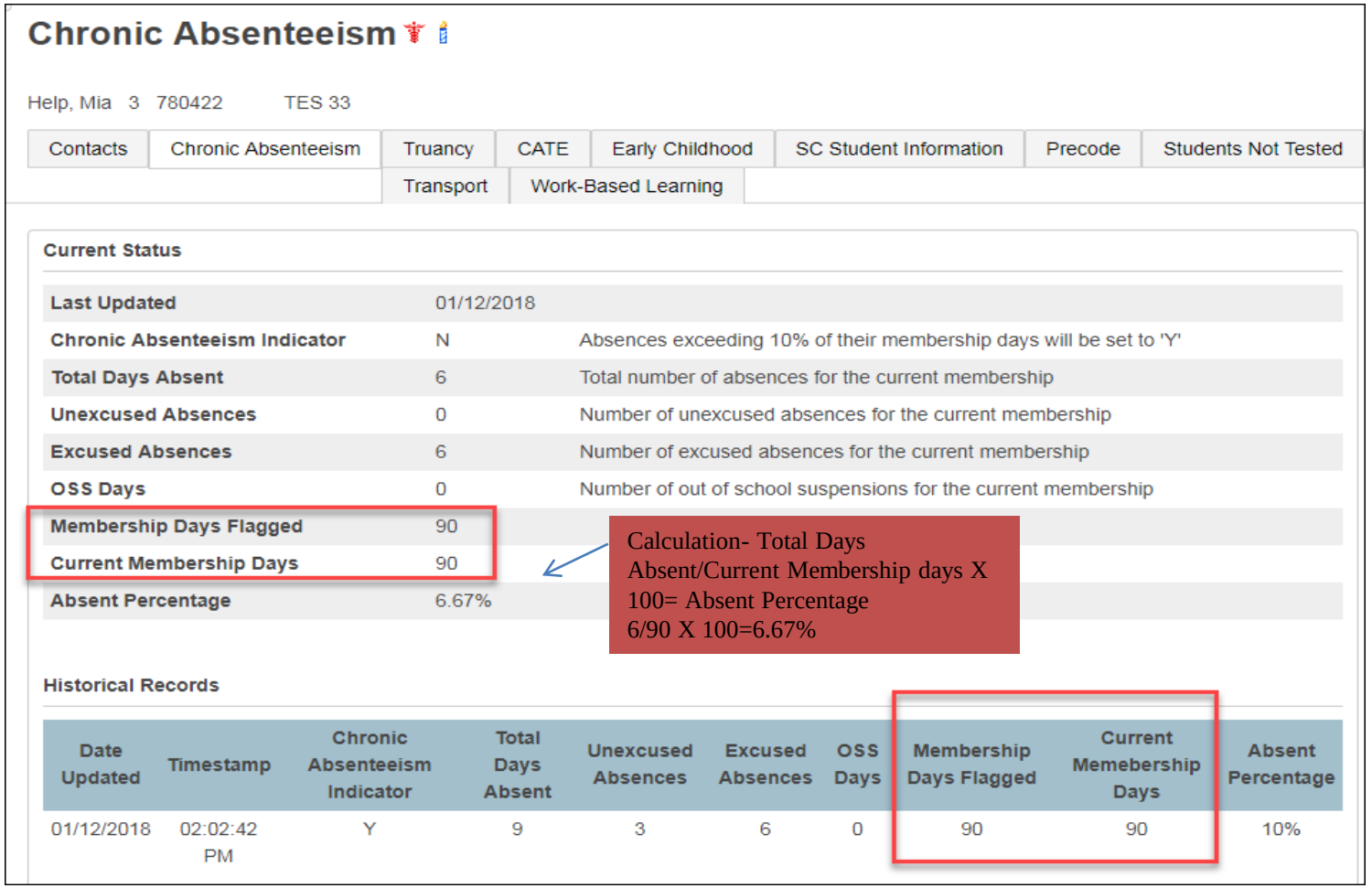
Chronic Absenteeism School Report
Membership Day: 91

District: School District of

Page: 1 of 1

Student Number	Student Name	Grade Level	Membership Days Flagged	Current Membership Days	Excused	Unexcused	Out-School Suspension	Total Absences	Absence Percentage
6596	(Student Name)	1	12	12	3	0	1	4	33.33%
3422	Help, Mia	3	91	91	9	2	0	11	12.09%

Chronic Absenteeism Page



Chronic Absenteeism

Help, Mia 3 780422 TES 33

Contacts | Chronic Absenteeism | Truancy | CATE | Early Childhood | SC Student Information | Precode | Students Not Tested | Transport | Work-Based Learning

Current Status

Last Updated	01/12/2018	
Chronic Absenteeism Indicator	N	Absences exceeding 10% of their membership days will be set to 'Y'
Total Days Absent	6	Total number of absences for the current membership
Unexcused Absences	0	Number of unexcused absences for the current membership
Excused Absences	6	Number of excused absences for the current membership
OSS Days	0	Number of out of school suspensions for the current membership
Membership Days Flagged	90	
Current Membership Days	90	
Absent Percentage	6.67%	

Calculation- Total Days Absent/Current Membership days X 100= Absent Percentage
6/90 X 100=6.67%

Historical Records

Date Updated	Timestamp	Chronic Absenteeism Indicator	Total Days Absent	Unexcused Absences	Excused Absences	OSS Days	Membership Days Flagged	Current Memebership Days	Absent Percentage
01/12/2018	02:02:42 PM	Y	9	3	6	0	90	90	10%

SC 46 Daily Attendance & SC 47 Meeting Attendance

Truancy	Version	Description
SC Truancy Update Process	1.0.5	Updates Truancy and Full Day Absence tables
SC40 Truancy Report by Student	1.0.2	Generates SC Truancy Report by Student
SC41 Truancy School Detail Report	1.0.4	Generates SC Truancy Detail Report By School
SC42 Truancy District Detail Report	1.0.1	Generates SC Truancy detail Report By District
SC Truancy List	1.0	Displays the most recent list of students with Truancies.

Attendance	Version	Description
SC46 Daily Attendance Report	1.0.2	Generates a Daily Attendance Report by Student in PDF or CSV format
SC47 Meeting Attendance Report	1.0.4	Generates a Meeting Attendance Report by Student
SC48 Daily Attendance Validation Report	1.0.2	Generates an Attendance Code Validation Report by School In PDF or CSV Format

SC46 Daily Attendance PDF Report

Date: September 06, 2019 **Page:** 4

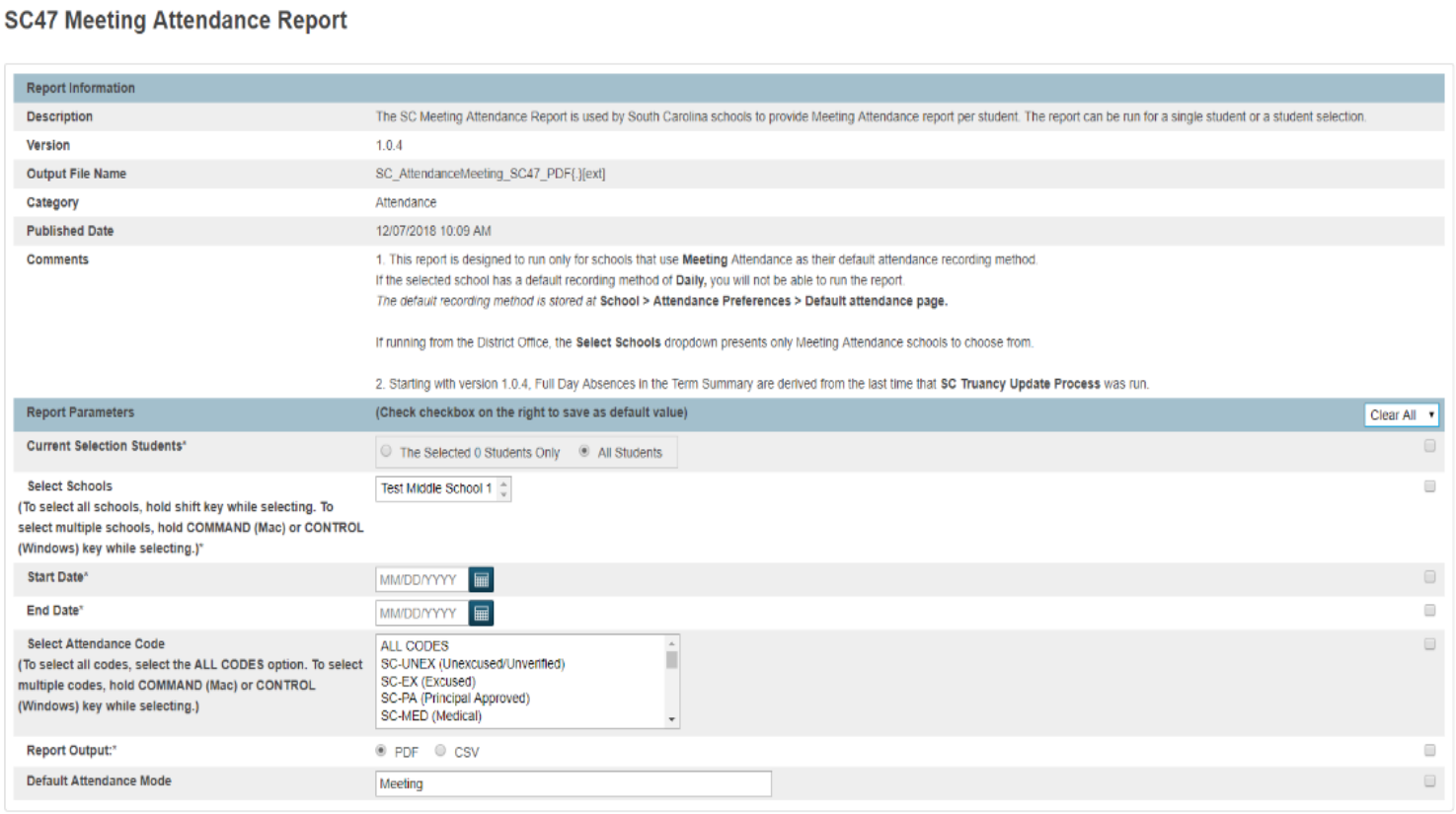
School Name: Test Elementary School 3 **Daily Attendance Report** **District Name:** Test District

Aaker, Armaad Harold 2 M 568602687 DOB:01/01/2010

Date	Code	Presence Status	Comment	Time In	Time Out	Total Minutes	Time Comment
08-26-19	SC-UNEX	Absent					
08-27-19	SC-UNEX	Absent					
08-28-19	SC-UNEX	Absent					
08-29-19	SC-UNEX	Absent					
08-30-19	SC-UNEX	Absent					
09-03-19	SC-DSML	Absent		08:00 AM	10:14 AM	134	
09-04-19	SC-EDSM	Present		08:30 AM	12:30 PM	240	
09-05-19	SC-UNEX	Absent					
09-06-19	SC-UNEX	Absent					
09-09-19	SC-UNEX	Absent					
09-10-19	SC-UNEX	Absent					

Total Minutes: 374

SC 47 Meeting Attendance Report



SC 47 Meeting Attendance Report

Date: January 09, 2019 4:02 PM **Meeting Attendance Report** Page: 1

School Name: Test Middle School 1 **District Name:** Test School District

Test, Jane 6 F 123456 DOB:07/21/2005

Date	Exp.	Course Name	Course Start Time	Course End Time	Code	Presence Status	Comment
08-22-17	2(A-E)	Study Hall/Rel	9:16 AM	10:26 AM	SC-ONST	Present	
08-25-17	4(A-E)	Exp Keying - 6th	11:23 AM	1:00 PM	SC-EDSM	Present	
	5(A-E)	Math-6th	1:03 PM	1:53 PM	SC-EX	Absent	
	6(A-E)	Science-6th	1:57 PM	3:10 PM	SC-EX	Absent	

TERM SUMMARY
Full Day Absences Calculated as of: 10/02/2018 03:11 pm

Term	Term Dates	Full Days Absent
Q1	08/17/17-10/22/17	0
Q2	10/23/17-01/10/18	0
Q3	01/11/18-03/20/18	0
Q4	03/21/18-06/08/18	0

Code	Description	Count
SC-EDSM	Early Dismissal	1
SC-ONST	On Site Services	1
SC-EX	Excused	2

Date: January 09, 2019 4:02 PM **Meeting Attendance Report** Page: 5

School Name: Test Middle School 1 District Name

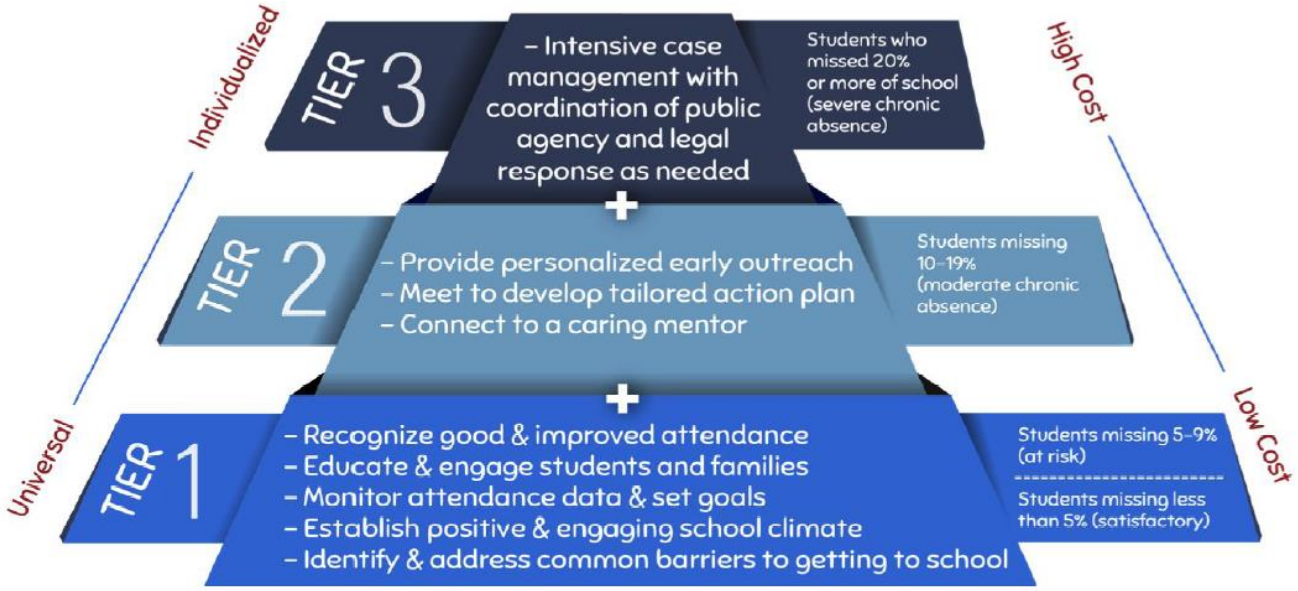
Test, Student 7 F 70000000000 DOB:00/00/0000

Date	Exp.	Course Name	Course Start Time	Course End Time	Code	Presence Status	Comment
No Records Found: Student was Present during the reporting period.							

Chronic Absenteeism

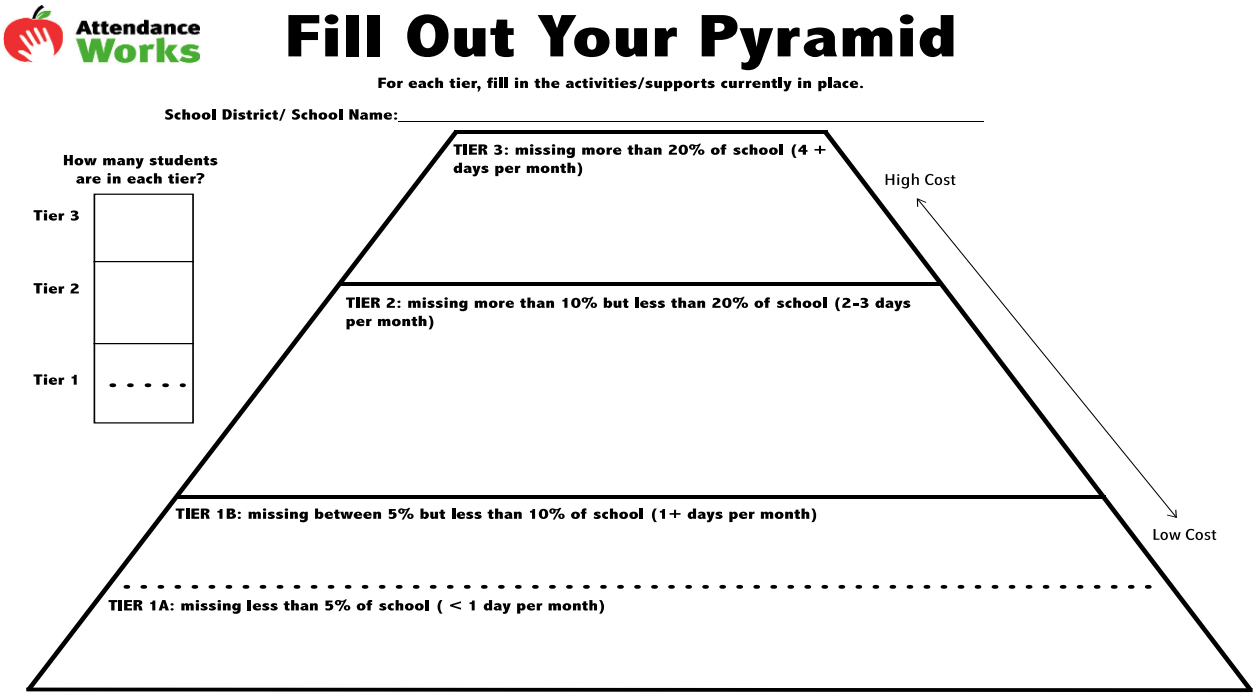
- Monitoring Attendance Data
- Ensure that Attendance is taken and entered daily
- Provide School Level Reports Weekly
- Establish a School Level Attendance Team
- Identify Attendance Interventions at School Level
- Implement Interventions
- Review Outcomes of Interventions

Chronic Absenteeism



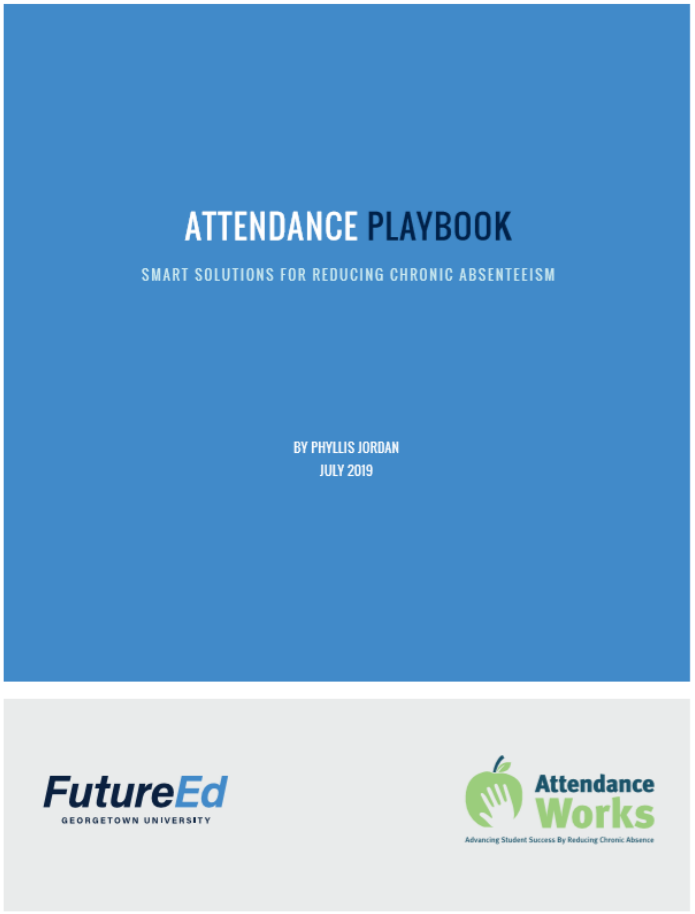
Source: http://www.attendanceworks.org/

Create your own Tiered System of Supports For Improving Attendance



Source: http://www.attendanceworks.org/

Chronic Absenteeism



https://www.future-ed.org/wp-content/uploads/2019/07/Attendance-Playbook.pdf

Every Student, Every Day

Source/Resources

- http://www.attendanceworks.org/
- http://www2.ed.gov/datastory/chronicabsenteeism.html?src=pr#intro
- http://www2.ed.gov/about/inits/ed/chronicabsenteeism/index.html
- www.ed.sc.gov
- http://new.every1graduates.org/nsaesc/
- http://absencesaddup.org/