Dropout, Truancy, Chronic Absenteeism & Incident Management Updates

September 2019

Dropout Updates

Agenda

- ✓Dropout Deadline Reminders
- ✓GED Completer DATA- Reporting Manager
- ✓Adult Education Reporting Reminders
- ✓Truancy Updates
- ✓Chronic Absenteeism Updates
- ✓Incident Management Updates
- ✓Upcoming Training
- ✓Discussion/Questions

Dropout Data Reporting

School Year

- October 1, 2018—September 30, 2019

  This means, for example, that a student who dropped out of school in March of 2019 then returned in August of 2019, but dropped out again on September 21, 2019, will be reported in the 2018–19 count.

Grade level

- 7th grade to 12th grade

Dropout Information

Dropouts

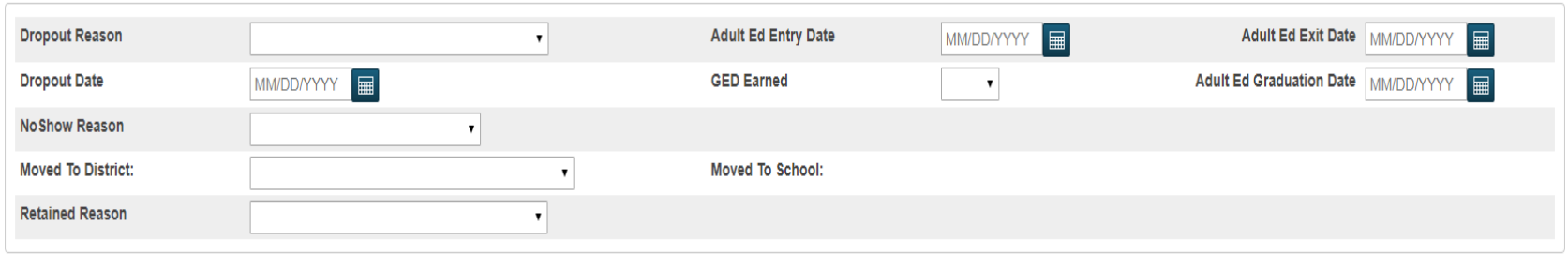
- Students who enroll in Job Corp
- Students who transfer out of state without a record request
- Students who transfer out of state when status is unknown
- Students who are emancipated by the courts and who are not enrolled in school
- Students who do not complete the GED or high school Diploma
- Students who are in Adult Correctional facilities
- Students who have reached the age of 21
- Students who are expelled who did not return

Dropout Information

Students who should not be included in dropout data file

- Graduates
- GED Completers
- Students who receive a special education credentials
- Students who transfer out of state/in state
- Students enrolled at DJJ
- Students who are home schooled
- Exchange students
- Students who are not in school due to temporary or long-term illness
- Students who are enrolled in a charter schools/Alternative School program
- Students who are enrolled in a virtual charter school
- Students who receive homebound instruction

Dropout Reporting



Accurate coding of a Dropout

W36 + dropout reason + dropout date

No show dropout + dropout reason + dropout date

Withdrawal code + dropout reason + dropout date

Adult Education Dropout

W38 (Adult Education Diploma Tracking) and W40 (Adult Education GED Tracking)

Dropout reason code + dropout date + Adult Education entry date+ exit date

Dropout Data Collection Timeline

Date	Actions
September 9–20, 2019	Early Dropout Data Validation
October 1– November 4, 2019 **Your school district's 45th day**	Deadline for Dropout Data Submission
November 13–29, 2019	Early Validation Correction and Review period for PowerSchool/Adult Education Dropout Data
December 2, 2019–December 16, 2019	Deadline for Final Submission of PowerSchool/Adult Education Dropout Data
December 19, 2019	Deadline for Dropout Data Verification Form Submission

Reporting Dropouts-Adult Education Tracked Dropouts

District Adult Education Dropout Data Report

Every school district must report students who have dropped out of an adult education program

- Students who dropped out of an adult education program between October 1, 2018, and September 30, 2019, must be reported utilizing the PowerSchool system.
- Students who were enrolled in an adult education program and were being tracked by a district during the 2018–19 school year must be coded in PowerSchool as either W38 (Adult Education Diploma Tracking) or W40 (Adult Education GED Tracking).

Reporting Dropouts-Adult Education Tracked Dropouts

Students who were tracked during the 2017-2018 school year should be coded in PowerSchool. (Please note that the online tool is no longer available for this process. All data will be reported utilizing the PowerSchool system.)

Please follow the instructions below to ensure that the students are correctly coded:

- Run a PowerSchool query to identify the students coded with the W38 (Adult Education Diploma Tracking) and W40 (Adult Education GED Tracking) during the 2017-18 school term.
- Enter the dropout reason code and a dropout date and then the Adult Education entry date and exit date in the appropriate field on the South Carolina Student Information page (see the graphic below). **NOTE: The dropout date must fall between October 1, 2018–September 30, 2019.**

Adult Education Tracking

- All districts should run reports on students tracked in the Adult Education program during the 2017–2018 and 2018–19 school year to review their status.
  - 38-Adult Education Diploma Tracking
  - 40-Adult Education GED Tracking

Make sure you are using the GED Completer information in PowerSchool.

Check the GED Completer File information from November 2018–August 2019.

Dropout Data Documentation

Public School/Private School Transfers

- Official School transcript
- Records Request
- SUNS ID enrollment information
- Letter from Social Worker

Homeschooler–Parent signature on withdrawal form

Out of Country–Parent signature on withdrawal form

Dropout Information

Dropout Data Policies and Procedures

https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/dropout-data/2019-dropout-policies-and-procedures-manual/

Truancy Updates

Truancy Reminders

- All schools are required to report truant students.
- Students ages 6 to 17 who are identified as truant must be coded in Incident Management.
- SC 41 School Detail Report is used to identify students who are truant.
- Incident Management new action code Truancy Contract.

Truant

Truant

A child ages 6 to 17 years meets the definition of a truant when the child

- Has 3 consecutive unlawful absences or a total of 5 unlawful absences.
- An Attendance Intervention Plan should be developed

PowerSchool Coding

151 Truant

- Intervention Plan (Required)
- Withdrawn Prior to Intervention (only use if student is inactive)
- Additional Documentation
  - Call to parent
  - Letter to Parent
  - Home visit

Students who are 6-11 years old can only be coded as Truant.

Habitual Truant

Habitual Truant

A child ages 12 to 17 years meets the definition of an habitual truant when the child

- Has reached the level of truant,
- Fails to comply with the intervention plan developed by the school, child, and parent/guardian, and
- Accumulates 2 or more additional unexcused absences.

Proviso 1.A.84 Alternative Commitment to Truancy must be considered before referring a student to Family court

Power School Coding

152 Habitual Truant

- Truancy Diversion Program
- Alternative School Program Referral
- Referred to Family Court
- Court Order to Attend
- Students who are 12-17 years old can be coded Truant, Habitual Truant and Chronic Truant.

Chronic Truant

Chronic Truant

A child ages 12 to 17 years meets the definition of a chronic truant when the child

- Has been though the intervention process,
- Has reached the level of habitual truant,
- Has been referred to family court and placed on an order to attend school, and
- Continues to accumulate additional unexcused absences.

PowerSchool Coding

153 Chronic Truant

- Violation of Court Order
- Students who are 12-17 years old can be coded Truant, Habitual Truant and Chronic Truant.

Student Contract to Improve Attendance

Appendix Six

STUDENT CONTRACT TO IMPROVE ATTENDANCE

Good attendance is critical to academic achievement. The school is responsible for working with each student and his/her family to encourage excellent school attendance. This contract is an agreement between the student, the school, and the family to improve school attendance.

Conference Date: _____

Student Name: _____ DOB: _____ Grade: _____

School: _____ ID#: _____

1. My attendance problem is
   _____
   _____
2. I agree to do the following to resolve my attendance problem:
   A. I will make every effort to be in school every day.
   B. I understand that the school will contact my parent/guardian every time I am absent or tardy.
   C. I will get to school on time every day.
   D. I will attend all of my classes
   E. I will have each teacher initial my attendance card daily.
   F. I will have no disciplinary problems in school.
3. I understand that if I breach this contract:
   _____
   _____
4. We (student, parent/guardian and school) agree that attendance plan will be checked:
   ❑ Daily
   ❑ Weekly
5. We (student, parent/guardian and school) will meet again to review that student's attendance plan on: _____
   Date Time Room #/Location

_____
Student Signature Date

_____
Parent/Guardian Signature Date

_____
School Attendance Coordinator Signature Date

This student contract was adapted from a similar document found in the manual entitled "Guidelines for Improved Student Attendance and Truancy Prevention," which was developed by Chicago Public Schools' Office of Instruction and School Management.

Customized Truancy Reports

Truancy	Version	Description
SC Truancy Update Process	1.0.6	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	1.0.5	Generates SC Truancy Detail Report By School
SC42 Truancy District Detail Report	1.0.2	Generates SC Truancy detail Report By District
SC43 Truancy List	1.2	Displays the most recent list of students with Truancies.

Power School Truancy Reports

SC Truancy Update Process

Will identify students who are truant based on 3 consecutive unexcused absences or a total of 5 unexcused absences - not hours, or half days.

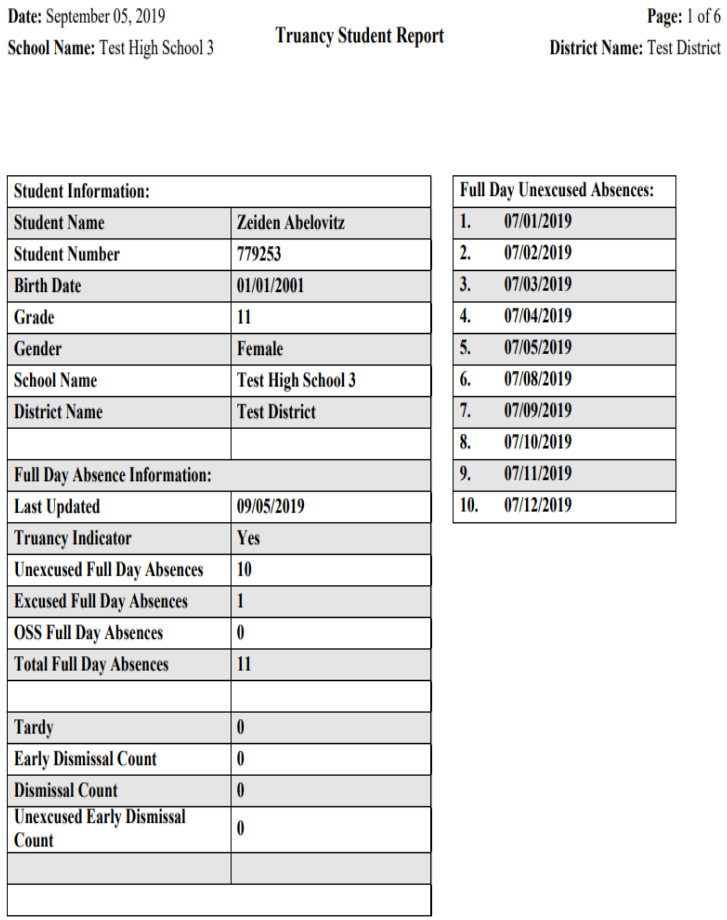
All class periods must be marked as unexcused absent. (note: including homeroom)

School(s) Run For	Student Name	Student ID
Test High School 3	Ahrens, Denece Elizabeth	31562
Test High School 3	Alvin, Joann Faison	96980
Test High School 3	Alvin, Jodie	97009
	Total Students: 3	

PowerSchool SC 40 Truancy Report by Student

SC 40 Truancy Report

- This report displays the student's name, student number, birth date, grade, gender, school name, and district name.
- The report includes students with the "Yes" Truancy Indicator.
- The report includes the total number of full day absences for unexcused full day absences, excused full day absences, and out of school suspension full day.
- The report displays attendance code counts for tardy, early dismissal count, dismissal count and unexcused dismissal count.
- The report lists unexcused absences by dates.
- This report should be used for intervention meetings and as documentation for referrals to family court.



Date: September 05, 2019 **Truancy Student Report** **Page:** 1 of 6

School Name: Test High School 3 **District Name:** Test District

Student Information:	
Student Name	Zeiden Abelovitz
Student Number	779253
Birth Date	01/01/2001
Grade	11
Gender	Female
School Name	Test High School 3
District Name	Test District
Full Day Absence Information:	
Last Updated	09/05/2019
Truancy Indicator	Yes
Unexcused Full Day Absences	10
Excused Full Day Absences	1
OSS Full Day Absences	0
Total Full Day Absences	11
Tardy	0
Early Dismissal Count	0
Dismissal Count	0
Unexcused Early Dismissal Count	0

Full Day Unexcused Absences:	
1.	07/01/2019
2.	07/02/2019
3.	07/03/2019
4.	07/04/2019
5.	07/05/2019
6.	07/08/2019
7.	07/09/2019
8.	07/10/2019
9.	07/11/2019
10.	07/12/2019

Truancy Page – Student Page

Truancy

Adlard, Jamall Shylenn 9 779268 THS3

Contacts | Chronic Absenteeism | Truancy | CTE | Early Childhood | SC Student Information | ESOL | Read To Succeed | Precode | Students Not Tested | Transport | Work-Based Learning

Student Information	
Student Name	Jamall Adlard
Student Number	779268
Birth Date	01/01/2003
Grade	9
Gender	Male
School Name	Test High School 3
District Name	Test District

Full Day Absence Information	
Last Updated	09/05/2019
Truancy Indicator	Yes
Unexcused Full Day Absences	8
Excused Full Day Absences	7
OSS Full Day Absences	3
Total Full Day Absences	18
Tardy	0
Early Dismissal	0
Dismissal	0
Unexcused Early Dismissal	0

Full Day Unexcused Absences	
1.	07/08/2019
2.	07/09/2019
3.	07/10/2019
4.	07/11/2019
5.	07/12/2019
6.	08/26/2019
7.	08/27/2019
8.	08/28/2019

PowerSchool SC 41 Truancy School Detail Report

SC 41 Truancy School Detail Report

- This report identifies truants at the school level.
- The report includes school name, district name, student number, student name, student age, student grade, and total number of full day absences.
- This report includes students who are active and inactive at the school who were flagged as truant.
- Inactive students will display on the report but their names will be enclosed inside parentheses.
- The report displays students who are ages 6 to 16 and 11months years old. (This report **should not display** students ages 5 and younger or 17 and older)
- The report lists all full day unexcused absences that identified the student as truant listed by dates.
- Students listed on this report should be coded as truant in Incident Management.
- Students listed on the report should have an intervention plan developed.

SC41 Truancy School Detail Report

Date: September 5, 2019
School Name: Test High School 3

Truancy School Report

Page: 1 of 1
District Name: Test District

Truant (3 Consecutive Full Day Unexcused Absences)				
Student Number	**Student Name**	**Age**	**Grade**	**Full Day Unexcused Absences**
770010018508	Affron, Brailin Holden	15	9	4
770010020067	Ahrens, Denece Elizabeth	16	9	3
				Student Count: 2

Truant (5 Non-Consecutive Full Day Unexcused Absences)				
Student Number	**Student Name**	**Age**	**Grade**	**Full Day Unexcused Absences**
No Students Found For This Truancy Level				
				Student Count: 0

Habitually Truant (7 Non-Consecutive Full Day Unexcused Absences)				
Student Number	**Student Name**	**Age**	**Grade**	**Full Day Unexcused Absences**
779268	Adlard, Jamall Shylenn	16	9	8
				Student Count: 1

10 or more Non-Consecutive Full Day Unexcused Absences				
Student Number	**Student Name**	**Age**	**Grade**	**Full Day Unexcused Absences**
No Students Found For This Truancy Level				
				Student Count: 0

SC Truancy List

SC Truancy List

Truancy Students - Last Updated 09-05-2019

Truancy Update Process Date: Start 06/01/2019 End 05/31/2020 Filter By Date Number of Students: 3 Make these students the current selection

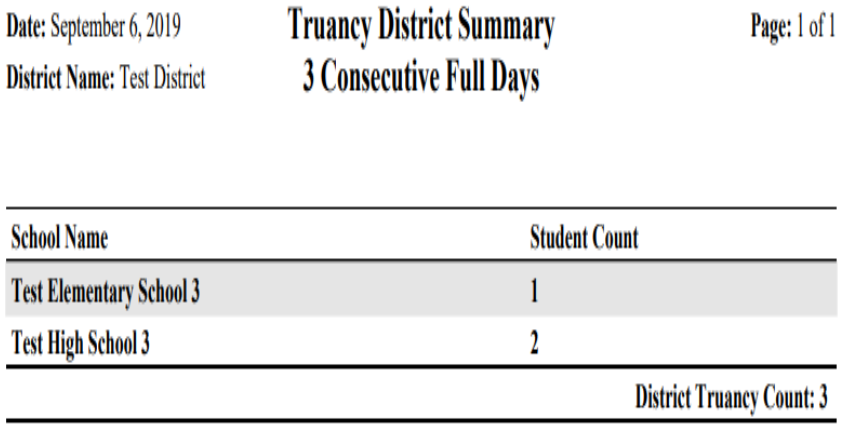
Student Name	Student Number	Grade Level	Age as of Today	Truancy Updated	Last Truant Date	Absent Total	Unexcused Absent Total	Excused Absent Total	OSS Absent Total	Tardy Total	Early Dismissal Total	Dismissal Total	Unex Early Dismissal Total
Adlard, Jamall Shylenn	779268	9	16	08/29/2019	08/27/2019	18	8	7	3	0	0	0	0
Affron, Brailin Holden	770010018508	9	15	09/05/2019	07/03/2019	4	4	0	0	0	0	0	0
Ahrens, Denece Elizabeth	770010020067	9	16	09/05/2019	07/17/2019	3	3	0	0	0	0	0	0

PowerSchool SC 42 Truancy District Detail Report

SC 42 Truancy District Detail Report

- This report will only run at the district level.
- This report displays the total number of students identified as truant at each school in the district.
- The report displays school name and student count by school.

- **3 Consecutive Full Days**
- **5 Non-Consecutive Full Days**
- **7 Non-Consecutive Days**
- **10 Non-Consecutive Days**



Date: September 6, 2019
District Name: Test District

Truancy District Summary
3 Consecutive Full Days

Page: 1 of 1

School Name	Student Count
Test Elementary School 3	1
Test High School 3	2

District Truancy Count: 3

Truancy-Incident Management

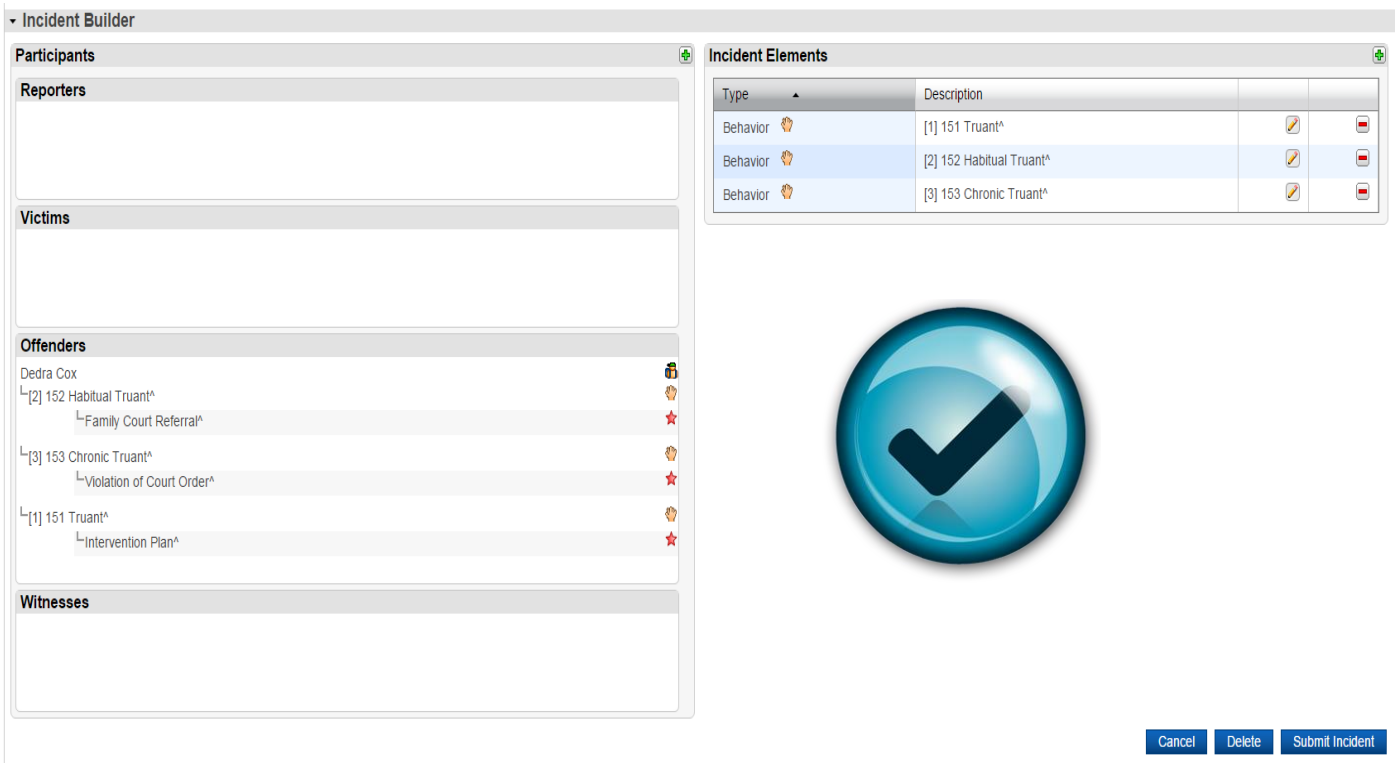
Truancy should be coded as an incident for the individual student. (not a group)

Truancy must reflect the definitions;

- Truant
- Habitual Truant
- Chronic Truant

Truancy Data Reporting

Truant, Habitual Truant, Chronic Truant



South Carolina Truancy Data

2016-17 SCHOOL YEAR

Truancy	Total Number Reported
Truant,	45,805
Habitual Truant	2,224
Chronic Truant	422

2017-18 SCHOOL YEAR

Truancy	Total Number Reported
Truant,	54,618
Habitual Truant	2,989
Chronic Truant	474

https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/truancy-suspension-and-expulsion-data/

Chronic Absenteeism Updates

2019-20 SCHOOL YEAR

Chronic Absenteeism Updates

- No new Attendance Codes
- 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

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

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

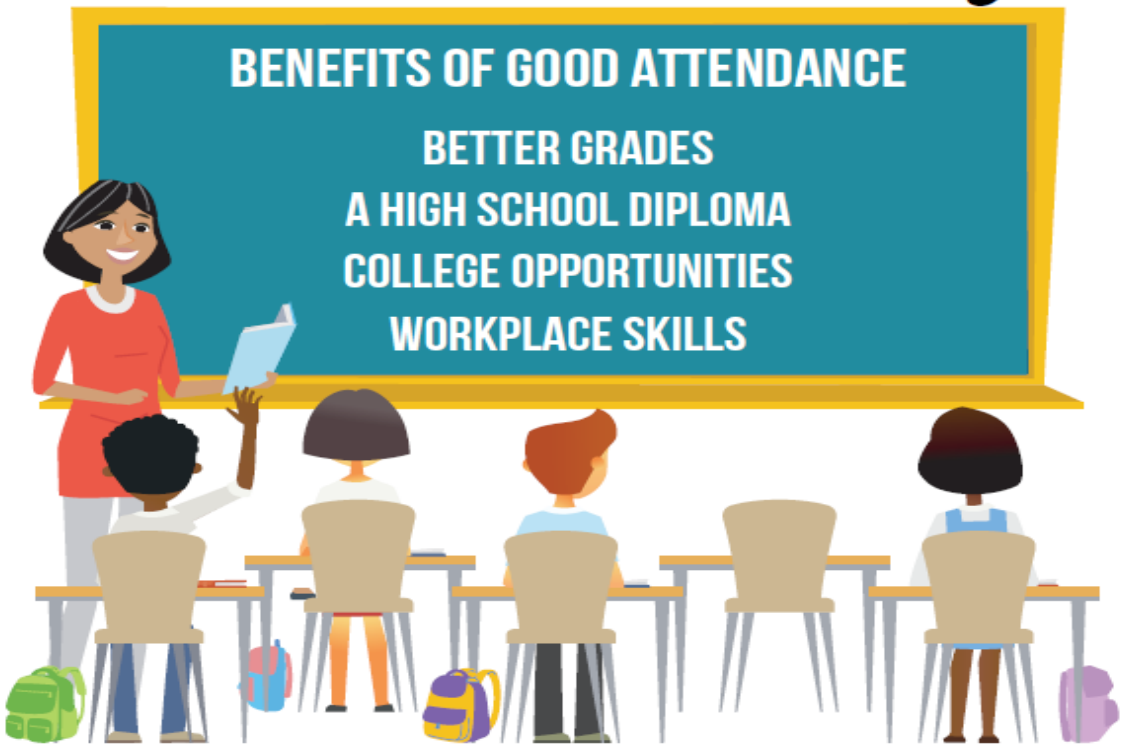
110,121 students were reported as chronically absent

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

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At-Risk Programs
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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

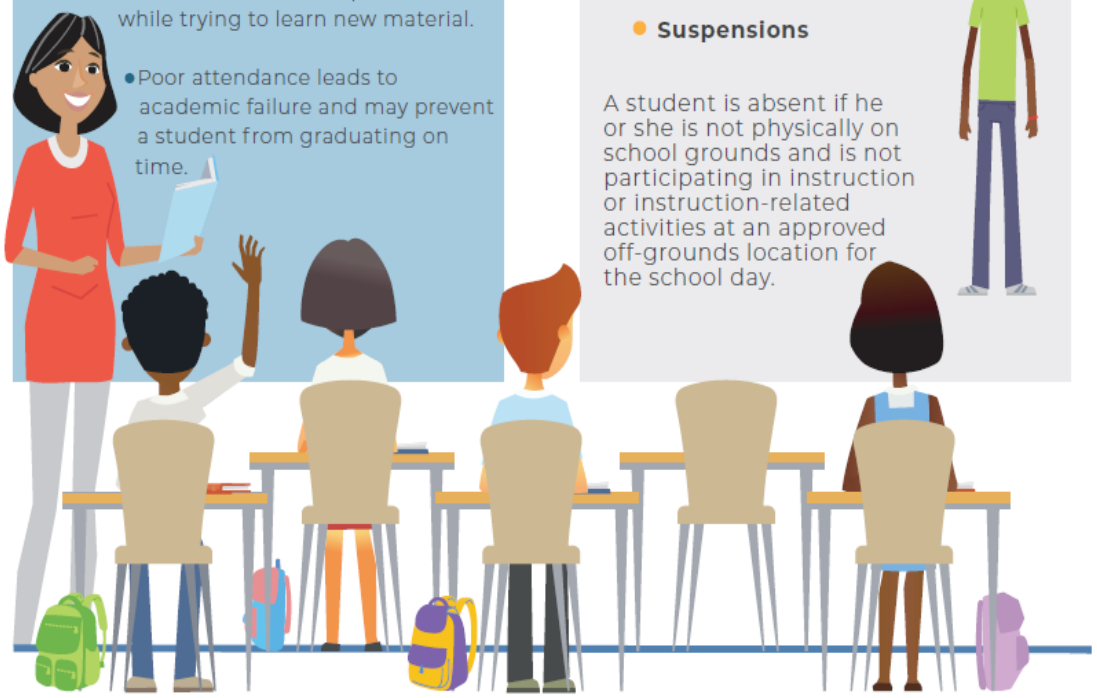
A "habitual" truant is a child age 12 to 17 years who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may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

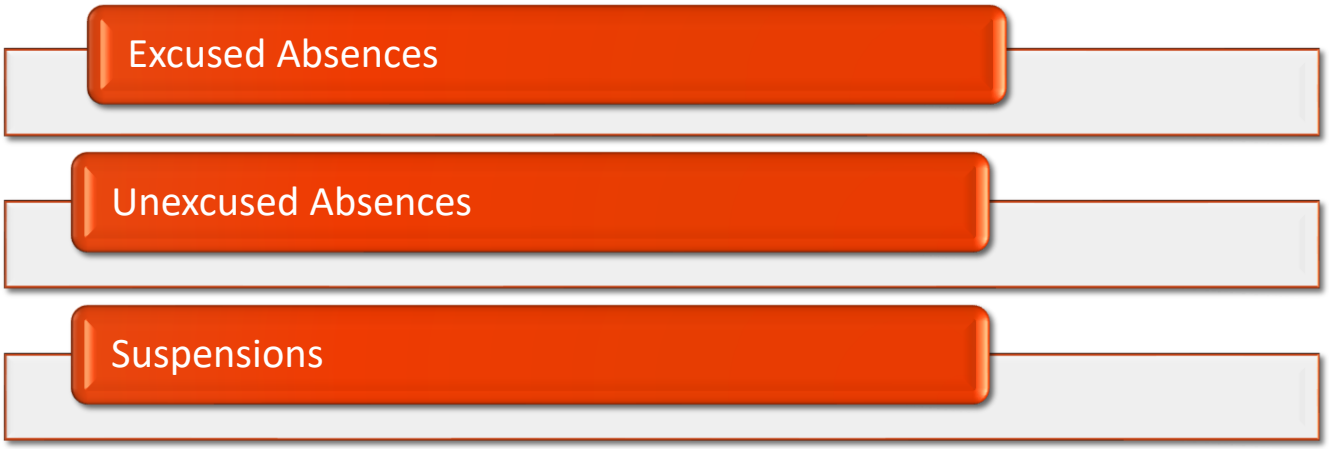
All types of absences contribute to chronic absenteeism:

- **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

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

*__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.

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

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

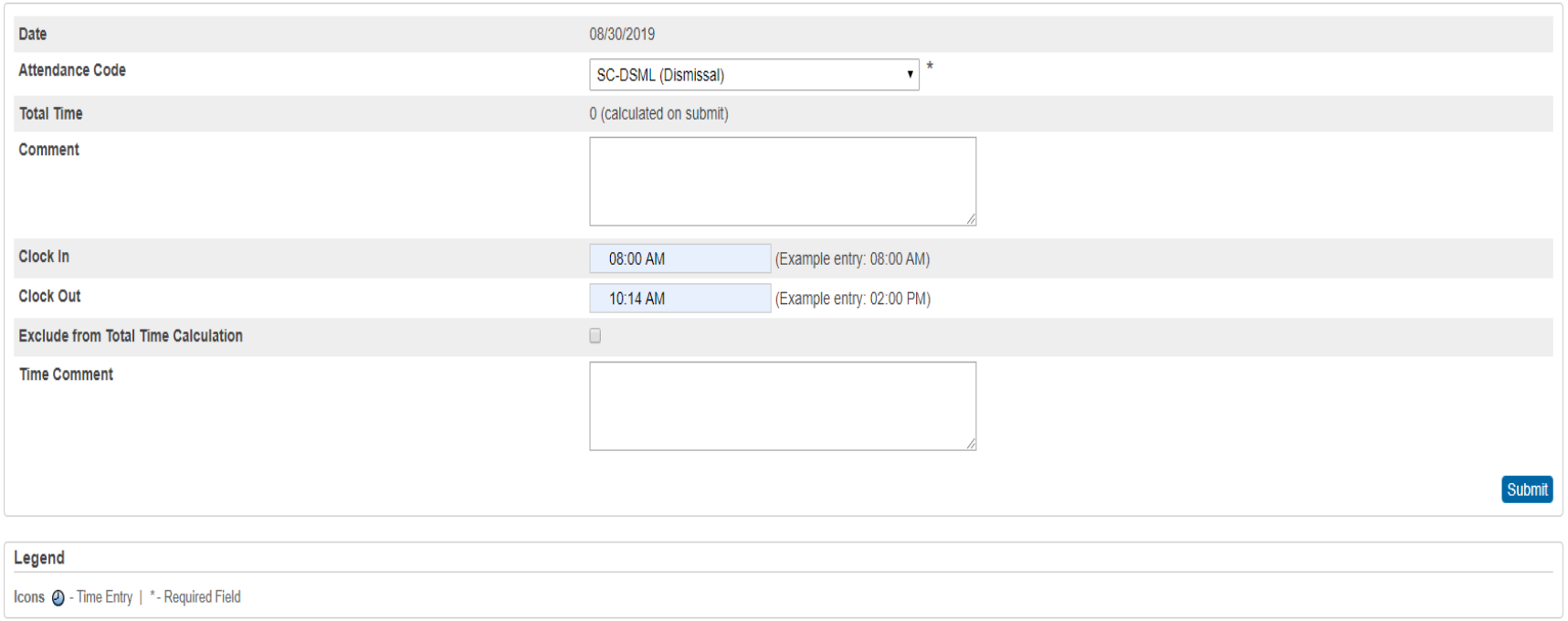
SC-LEG

SC-PN or SC UEPN

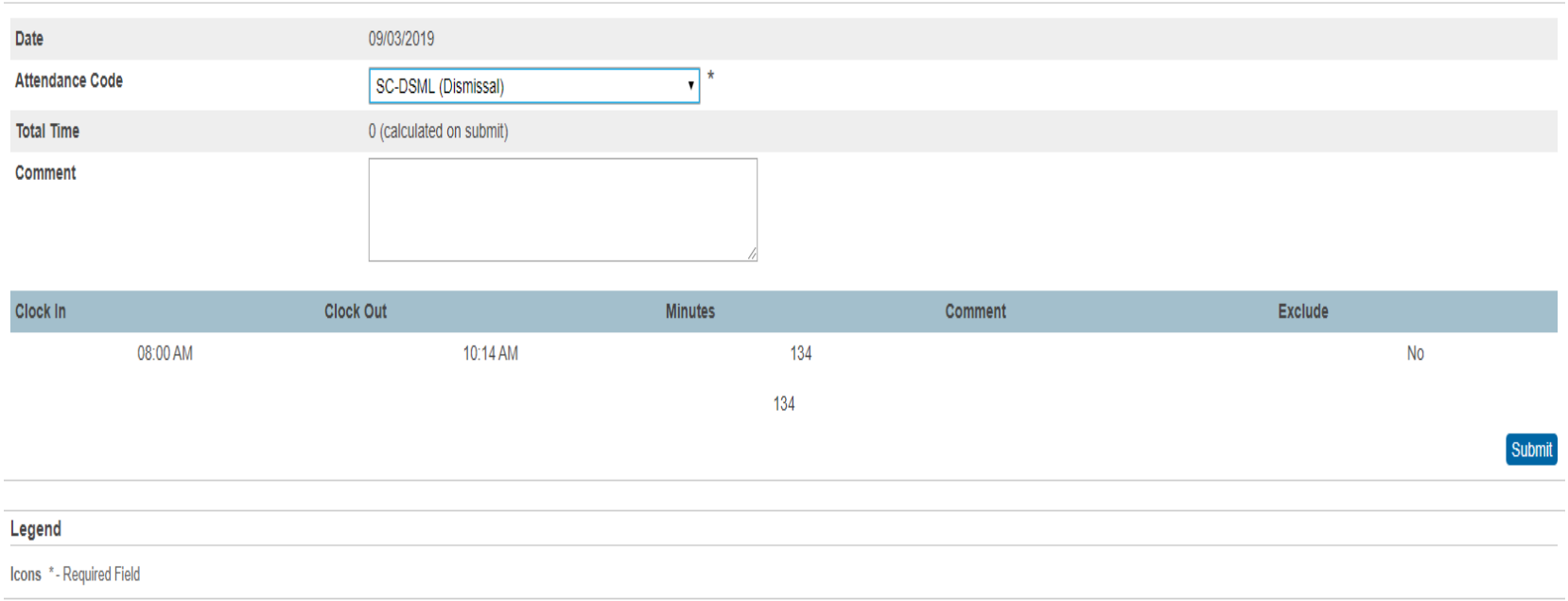
SC-LATE

Chronic Absenteeism-Daily Attendance

Time In & Time Out - You can ONLY enter this on the Daily page. (**Elementary Schools with one period in the bell schedule)**



Chronic Absenteeism-Daily Attendance



Date	09/03/2019
Attendance Code	SC-DSML (Dismissal) *
Total Time	0 (calculated on submit)
Comment	

Clock In	Clock Out	Minutes	Comment	Exclude
08:00 AM	10:14 AM	134		No
		134		

Submit

Legend

Icons * - Required Field

SC48 Daily Attendance Validation Report Reminder

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:

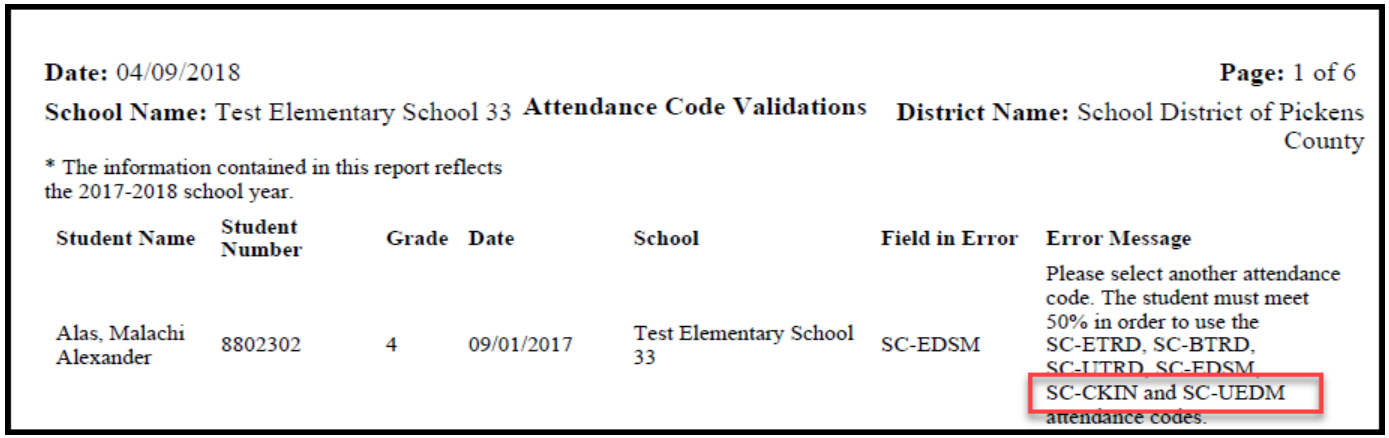
- **Excused Tardy-SC-ETRD**
- **Bus Tardy-SC-TRD**
- **Unexcused Tardy-SC-UTRD**
- **Check-In-SC-CKIN**
- **Unexcused Early Dismissal-SC-UEDM**

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.

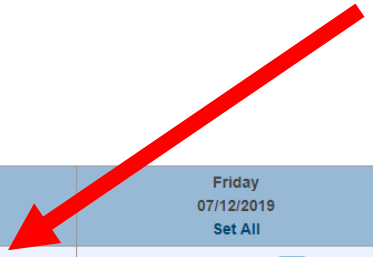
Student Name	Student Number	Grade	Date	School	Field in Error	Error Message
Alas, Malachi Alexander	8802302	4	09/01/2017	Test Elementary School 33	SC-EDSM	Please select another attendance code. The student must meet 50% in order to use the SC-ETRD, SC-BTRD, SC-UTRD, SC-EDSM, SC-CKIN and SC-UEDM attendance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

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

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					

Chronic Absenteeism Reminders

Please make sure the following steps are followed before submitting data to SCDE:

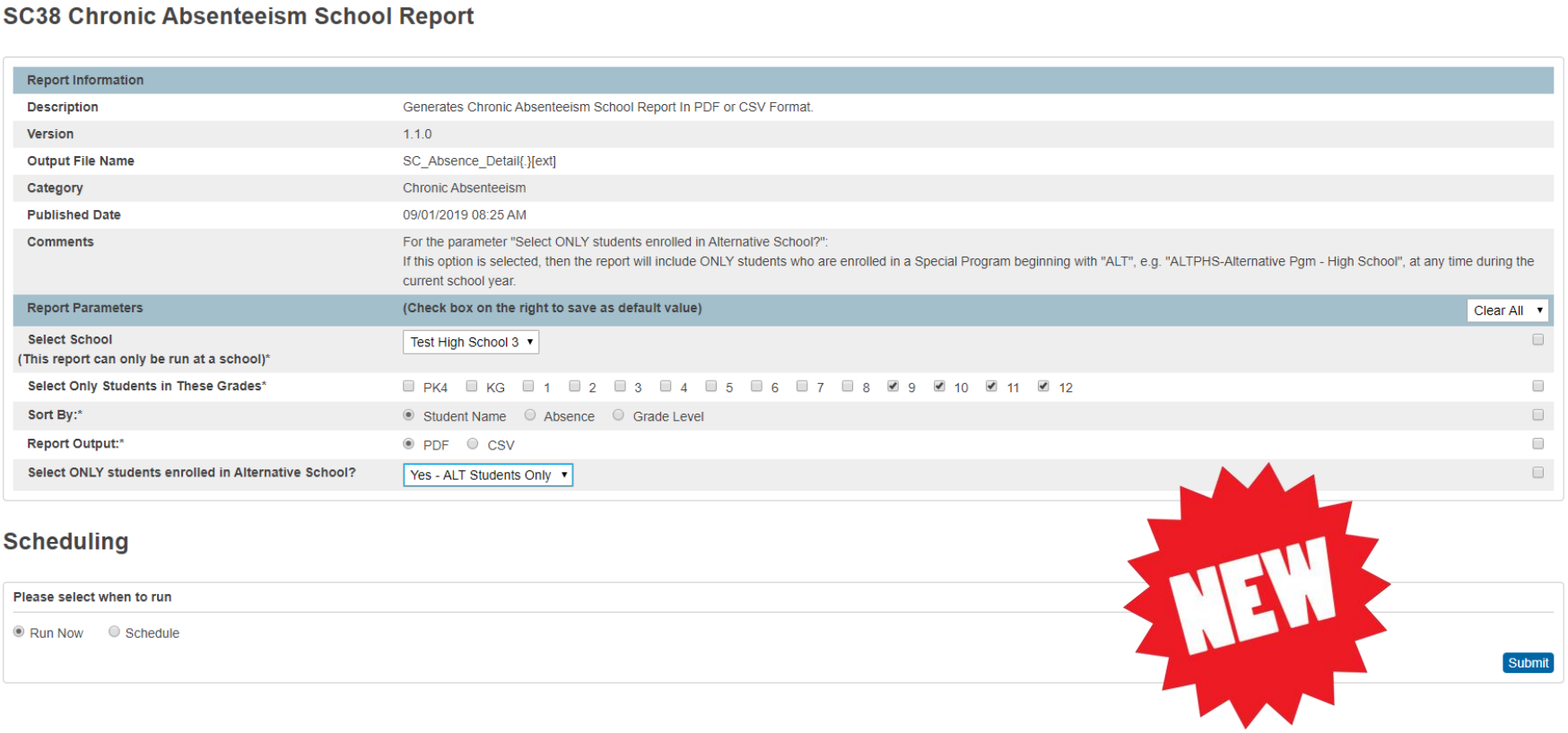
- Run the SC 37 Chronic Absenteeism Update Process for all schools in the district.
- Run the SC 38 Chronic Absenteeism School Level Report (pdf version) for all schools in the district.
- Review the school membership days at the top of the SC 38 Chronic Absenteeism School report to ensure the information 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.

SC 38 Chronic Absenteeism School Report

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

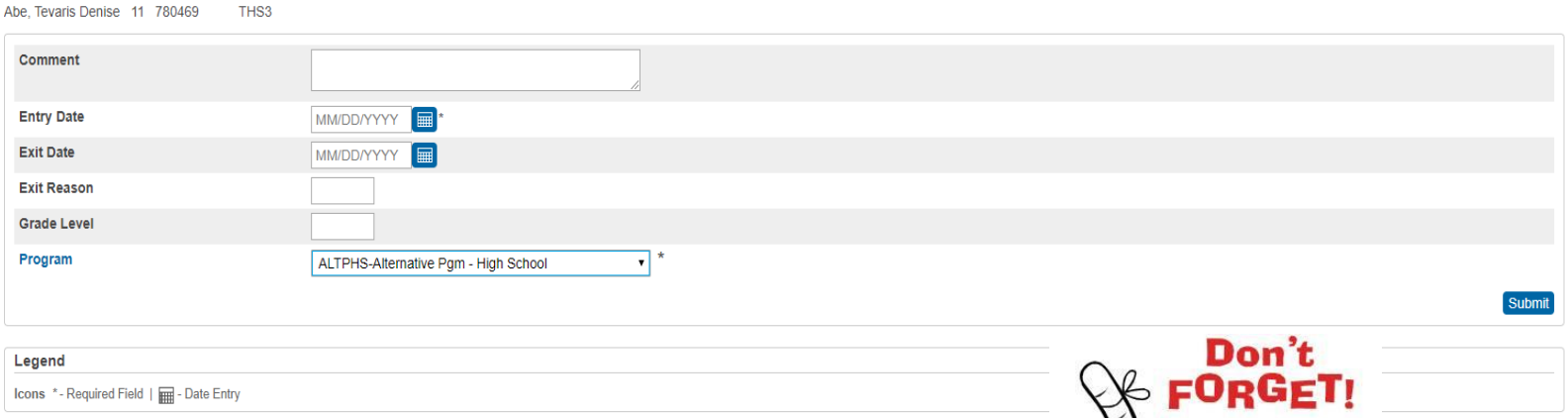
SC38 Chronic Absenteeism School Report

Select Alternative Students Only was added to the input page.

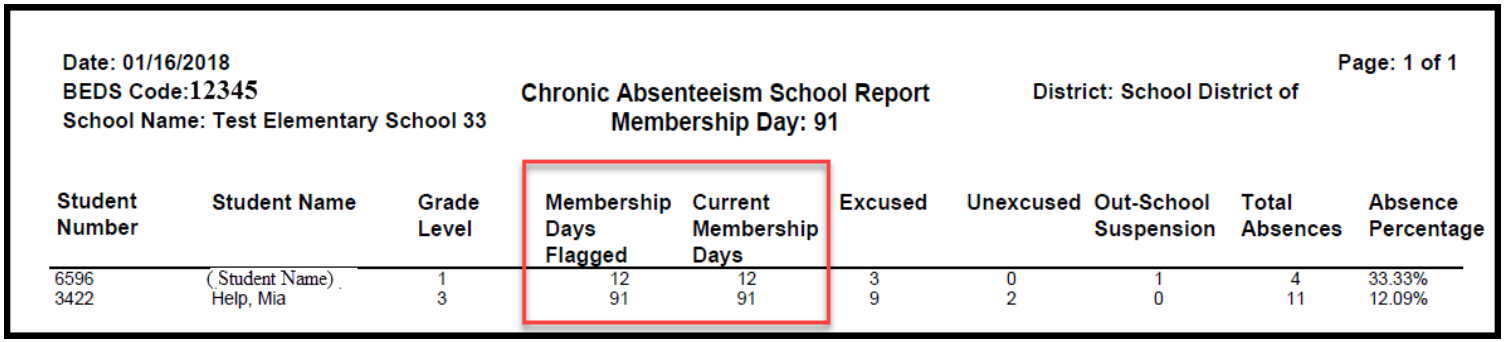


SC38 Chronic Absenteeism School Report

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

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%

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					

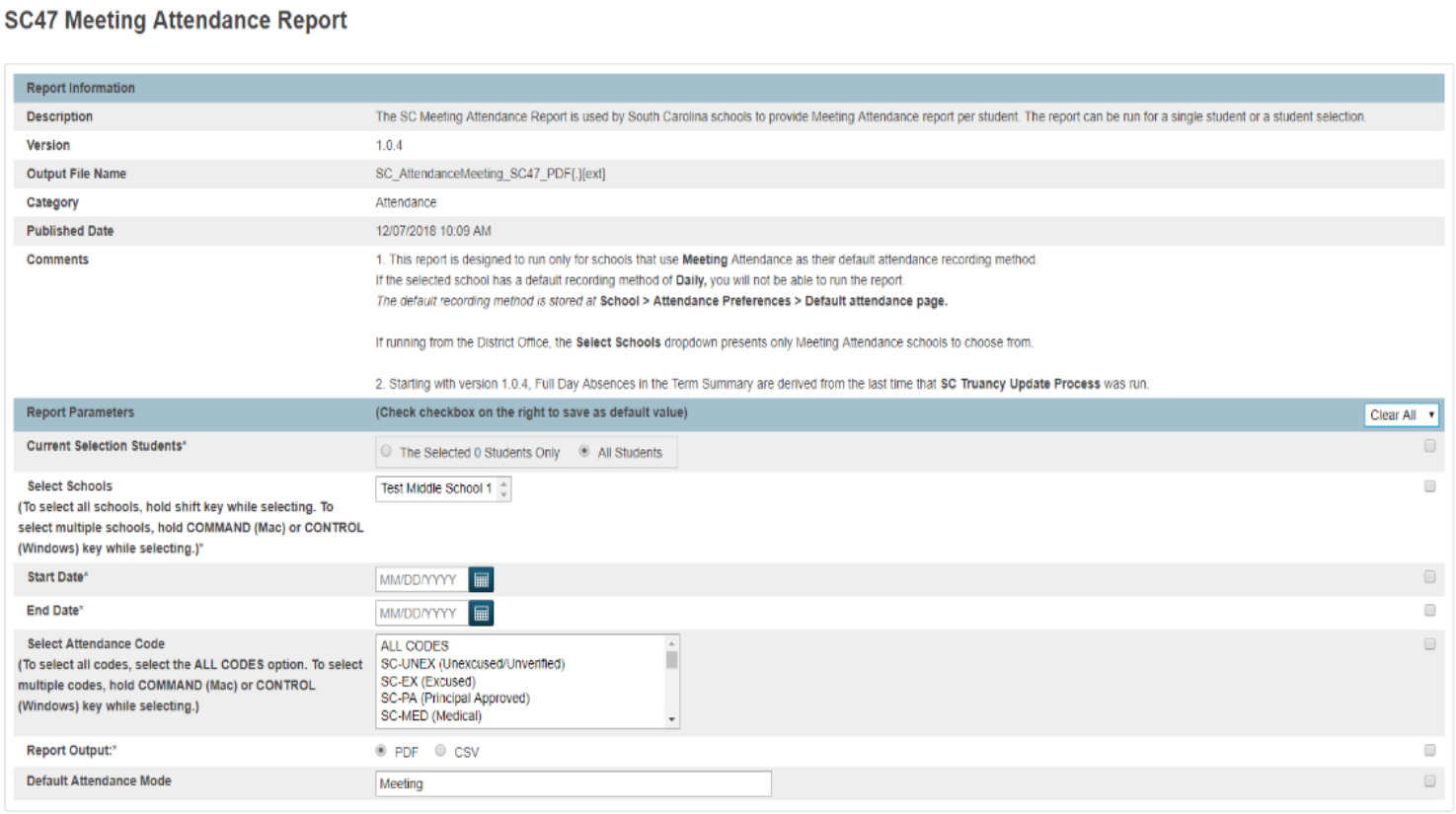
Total Minutes: 374

SC 47 Meeting Attendance

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

SC 47 Meeting Attendance Report



SC47 Meeting Attendance Report

Report Information	
Description	The SC Meeting Attendance Report is used by South Carolina schools to provide Meeting Attendance report per student. The report can be run for a single student or a student selection.
Version	1.0.4
Output File Name	SC_AttendanceMeeting_SC47_PDF[.][ext]
Category	Attendance
Published Date	12/07/2018 10:09 AM
Comments	1. This report is designed to run only for schools that use **Meeting** Attendance as their default attendance recording method. If the selected school has a default recording method of **Daily,** you will not be able to run the report. *The default recording method is stored at* **School > Attendance Preferences > Default attendance page.** If running from the District Office, the **Select Schools** dropdown presents only Meeting Attendance schools to choose from. 2. Starting with version 1.0.4, Full Day Absences in the Term Summary are derived from the last time that **SC Truancy Update Process** was run.

Report Parameters	(Check checkbox on the right to save as default value)	Clear All
Current Selection Students*	○ The Selected 0 Students Only ◉ All Students	☐
Select Schools **(To select all schools, hold shift key while selecting. To select multiple schools, hold COMMAND (Mac) or CONTROL (Windows) key while selecting.)***	Test Middle School 1	☐
Start Date*	MM/DD/YYYY	☐
End Date*	MM/DD/YYYY	☐
Select Attendance Code **(To select all codes, select the ALL CODES option. To select multiple codes, hold COMMAND (Mac) or CONTROL (Windows) key while selecting.)**	ALL CODES SC-UNEX (Unexcused/Unverified) SC-EX (Excused) SC-PA (Principal Approved) SC-MED (Medical)	☐
Report Output:*	◉ PDF ○ CSV	☐
Default Attendance Mode	Meeting	☐

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.							

Incident Management Updates

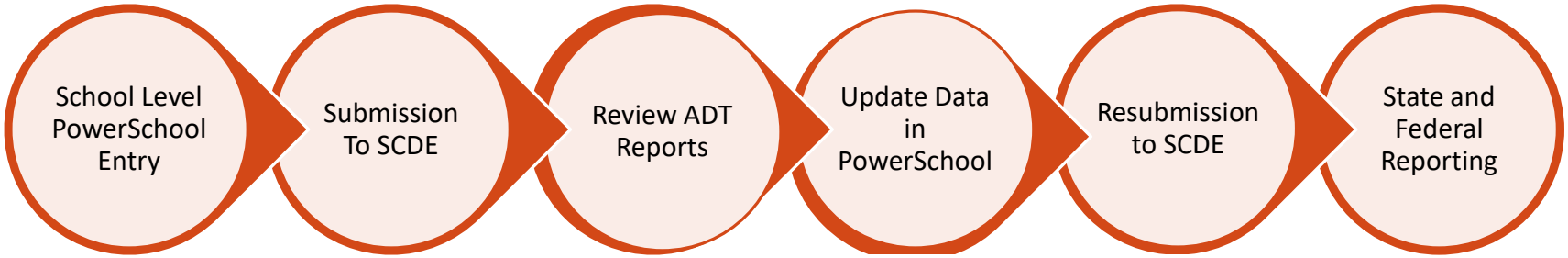
SCHOOL YEAR 2019-20

Understanding Discipline Data

- All discipline and truancy data must be reported in Incident Management System for the 2019-20 school year.
- Security is set by groups
  - Discipline and Truancy
- Data from Incident Management will be used to compile the state and federal reports listed above, it is critical that all data entered be reviewed and verified for accuracy.
- It is important that all discipline and truancy data are coded in Incident Management and not log entries.
- Do not add additional codes to Incident Management. To request a new code please send an email to acoleman@ed.sc.gov.

Understanding Discipline Data

Discipline Data Processing:

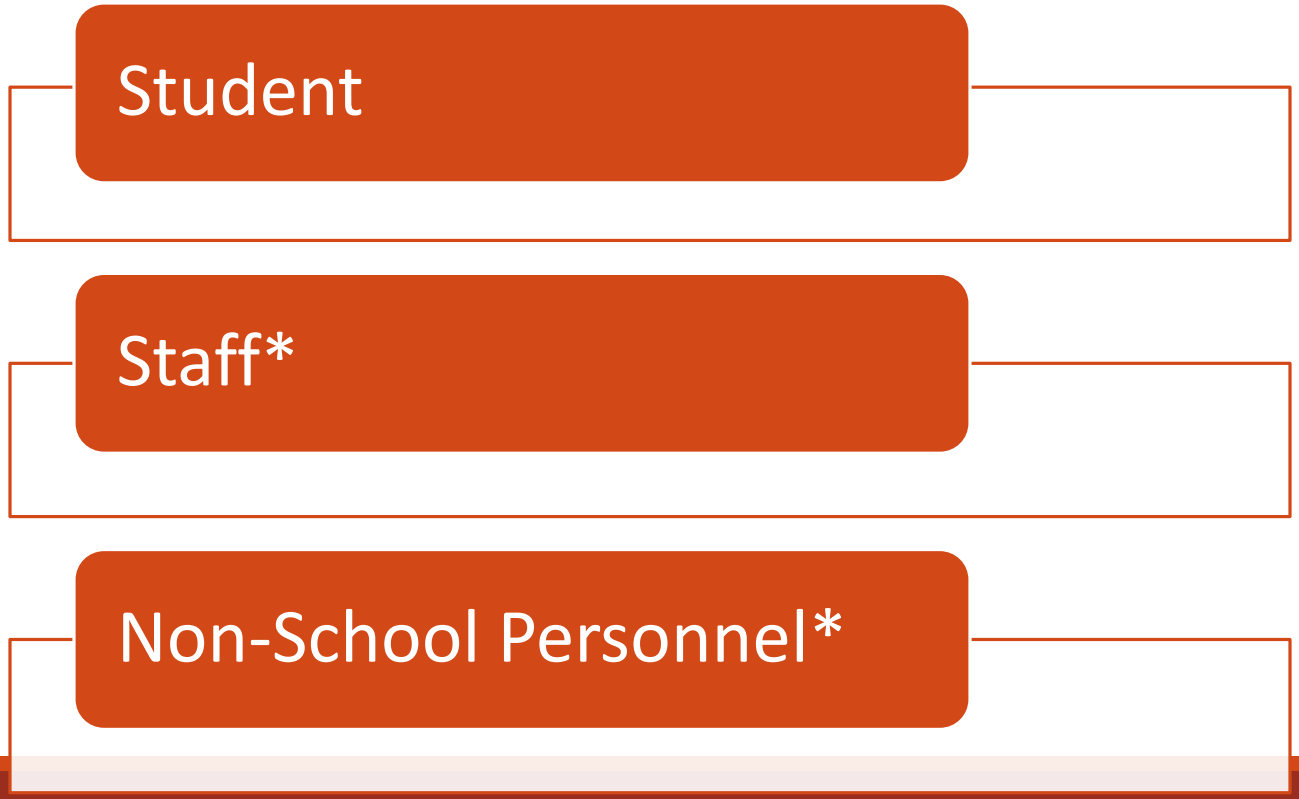


Understanding Discipline Data

- School grounds
- School Events
- School Transportation

Understanding Discipline Data

Reporting incidents occurring on school grounds/events/transportation involving (*Required for PDS Reporting) :



Federal Reporting Requirements- School Report Card

Every Student Succeed Act (ESSA) Discipline Reporting will be based on Office of Civil Rights (OCR) Reporting:

- All Suspensions and Expulsions (all offenses)
- School-related arrests
  - Arrested (ARR)
- Referrals to law enforcement
  - Call to Law Enforcement (CTL)
- In-School Suspension (all offenses)
- Bullying
- Harassment

Federal Reporting Requirements- School Report Card

Incidents of violence, which include

- Incidents involving a firearm
- Homicides
- Rape or attempted rape
- Sexual assaults (not rape)
- Robbery with a weapon
- Robbery without a weapon
- Physical attack with a weapon
- Physical attack with a firearm or explosive
- Physical attack without a weapon
- Threats of physical attack with weapon
- Threats of physical attack with a firearm or explosive
- Threats of physical attack without a weapon
- Incidents of possession of a firearm or explosive

Review handout for additional information.

Federal Reporting Requirements

Uniform Management Information Reporting System (UMIRS) is a data collection system required by ESSA

510- Aggravated Assault

610- Forcible Sex Offense

640- Homicide

570- Drug Distribution

575- Drug Usage

580- Drug Possession

660 Kidnapping/abduction

730- Robbery

Federal Reporting Requirements

789 Weapons (Specify in Objects)

Subcodes for Weapons

- 780- Other Weapons
- 781- Handguns
- 782- Rifles/Shotguns
- 783- Other Firearms
- 784-Knife Blade> 2 inches (State)
- 785- Knife Blade>2.5 inches (Federal)

Object Subcodes for Weapons must be coded.

Action Taken must be coded

Federal Reporting Requirements

650-Intimidation

651- Bullying

652- Cyberbullying

151-Truant

152- Habitual Truant

153- Chronic Truant

Intervention Plan

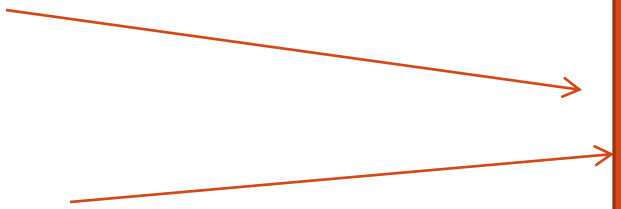
Family Court Referral

Violation of Court Order

009 Fighting

012 Harassment*

260 Bomb Threat



An incident number should be assigned to the student who is truant. No student should have the same incident number as it relates to truancy.

Federal Reporting Requirements

South Carolina public school or charter school will be considered "persistently dangerous“ if its conditions expose students to injury from violent criminal offenses for a period of three consecutive years. The Unsafe School Choice Option—which is mandated by Section 9532 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the ESSA(Incidences of Violence)

Required Fields

- 640- homicide,
- 610- forcible sex offenses,
- 660- kidnapping/abduction,
- 510- aggravated assault,
- 570- drug distribution,
- 575- drug usage
- 580- drug possession
- 730- robbery
- 780, 781, 782, 783, 784, 785 weapons offenses

What's new in IM for 2019-20?

New Action Sub Code

001 Aiding Others:

- PRF – Provoking a Fight

2 New Subcodes for 027 Threat

- STF –Staff
- SCH –School

New Action Code

- TRC – Truancy Contract

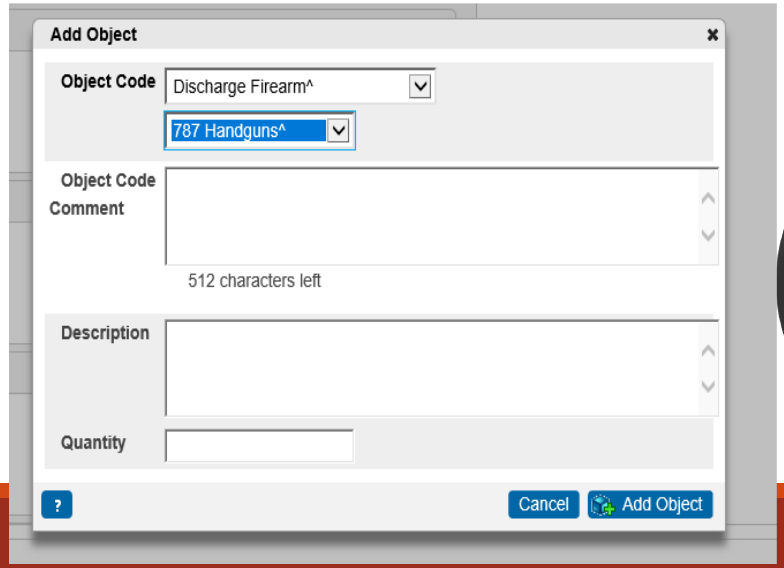
What's new in IM for 2019-20?

New Object Code-Added to address the OCR question below:

- Has there been at least one incident at your school that involved a shooting (regardless of whether anyone was hurt)?

New Object Code

- DSF – Discharge Firearm-New Sub code:
  - 787 – Handguns
  - 788 – Rifles/Shotguns



Required Fields for Coding

Incident Management Required Fields

- Participants
  - Offender
  - Victims- Bullying-Level Physical Injury
- Behavior Codes
  - Truant Incident-Required Reporting
- Action Codes
  - Removal Type
  - Action Date Range
  - Duration Code
  - Truancy Intervention Plans-Required Reporting
- Object Codes
- Subcodes dropdown
- Incident Elements

Incident Management Coding

Reminder: Behavior Code must be dragged and dropped on the top of the participant's name. The Action Code must be dragged and dropped on the top of the behavior.

- Offender Name
  Behavior (must be dragged and dropped on Participants name)
  Action (must be dragged and dropped on the behavior)
- Additional Behavior (must be dragged and dropped on Participants name)
  Action(must be dragged and dropped on the behavior.

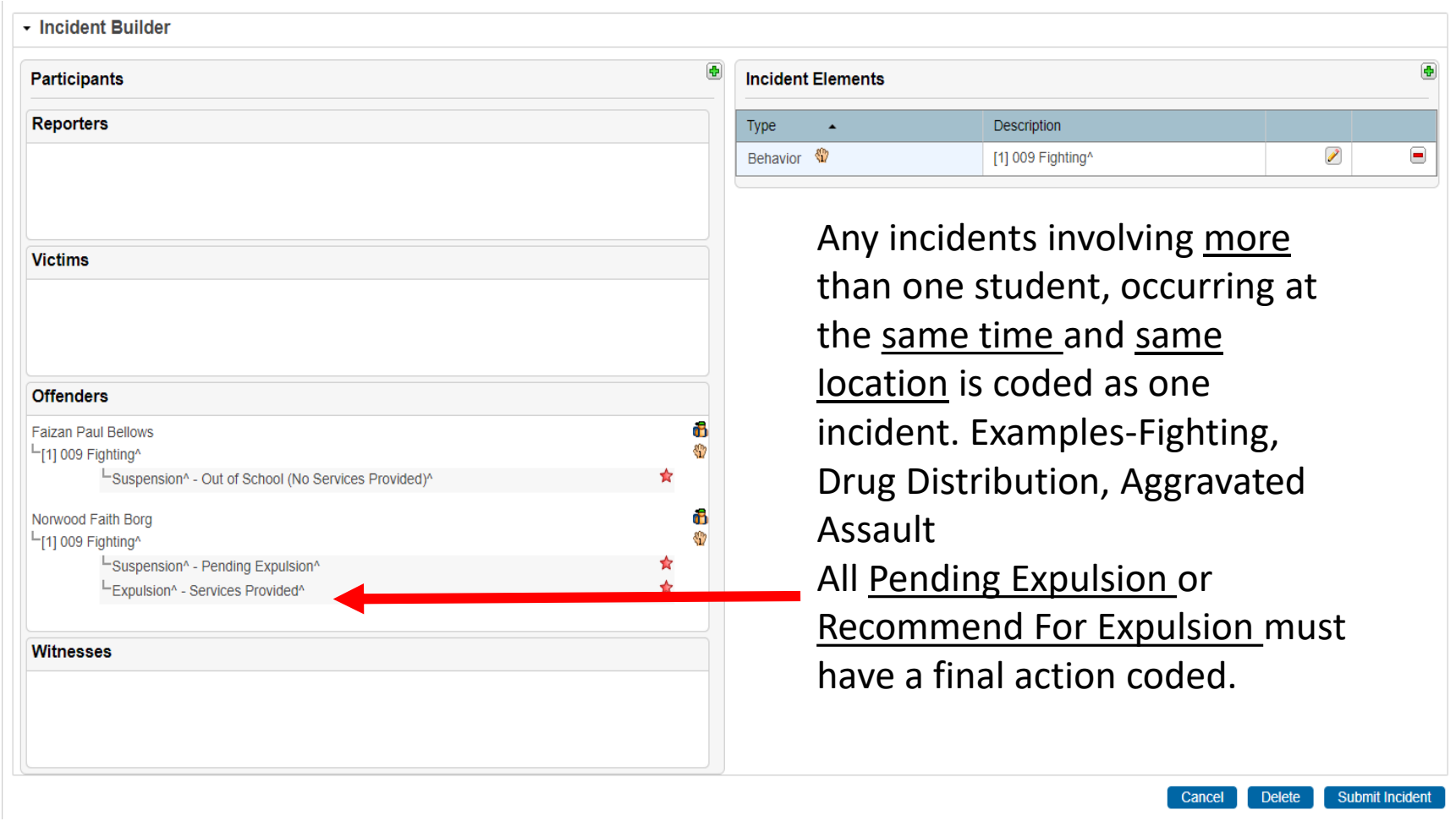
Offender Name

Behavior (must be dragged and dropped on Participants name)

Action (must be dragged and dropped on the behavior)

The incident below was coded using Chrome.

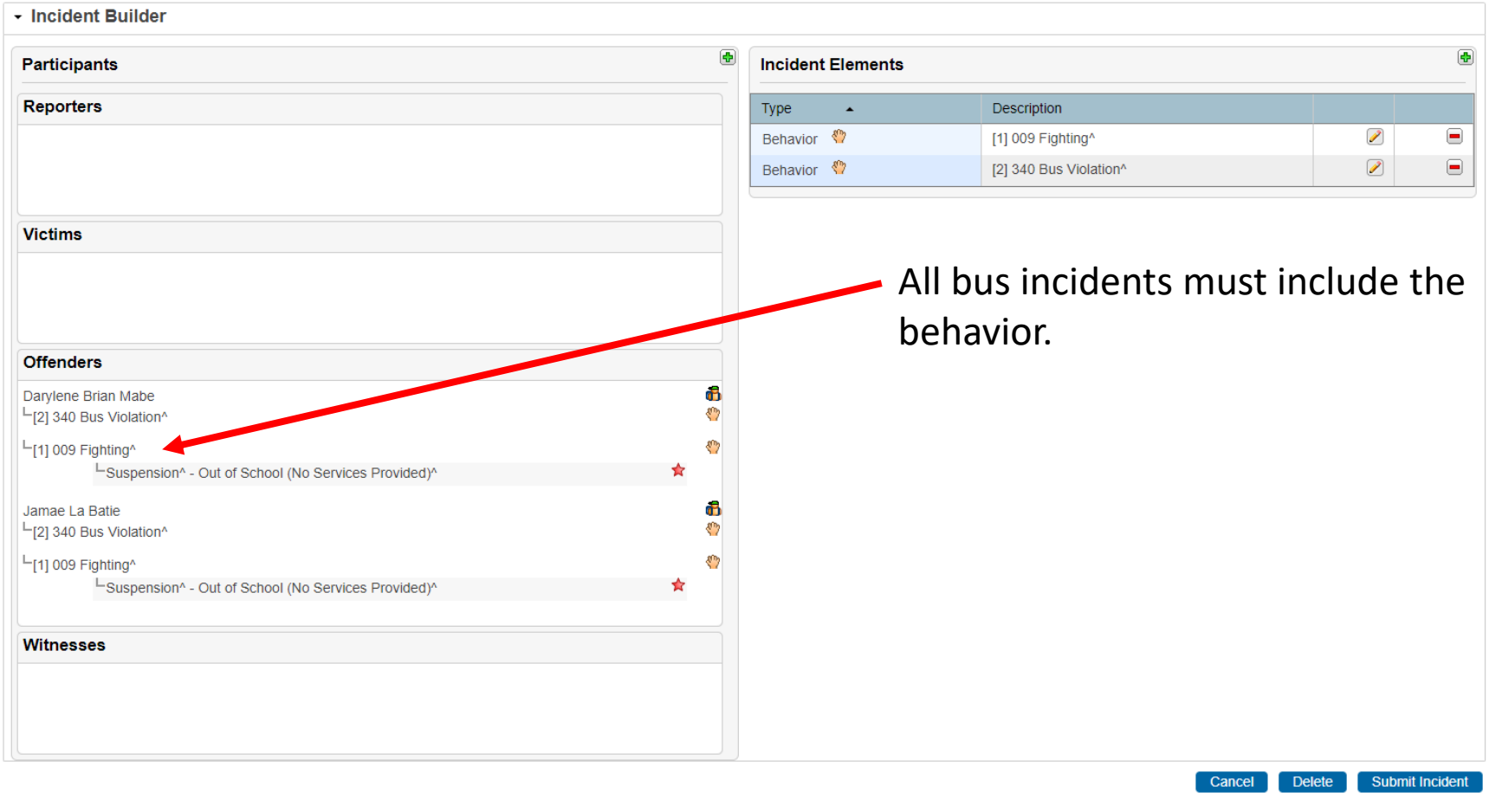
Properly Coded Incident



Any incidents involving more than one student, occurring at the same time and same location is coded as one incident. Examples-Fighting, Drug Distribution, Aggravated Assault

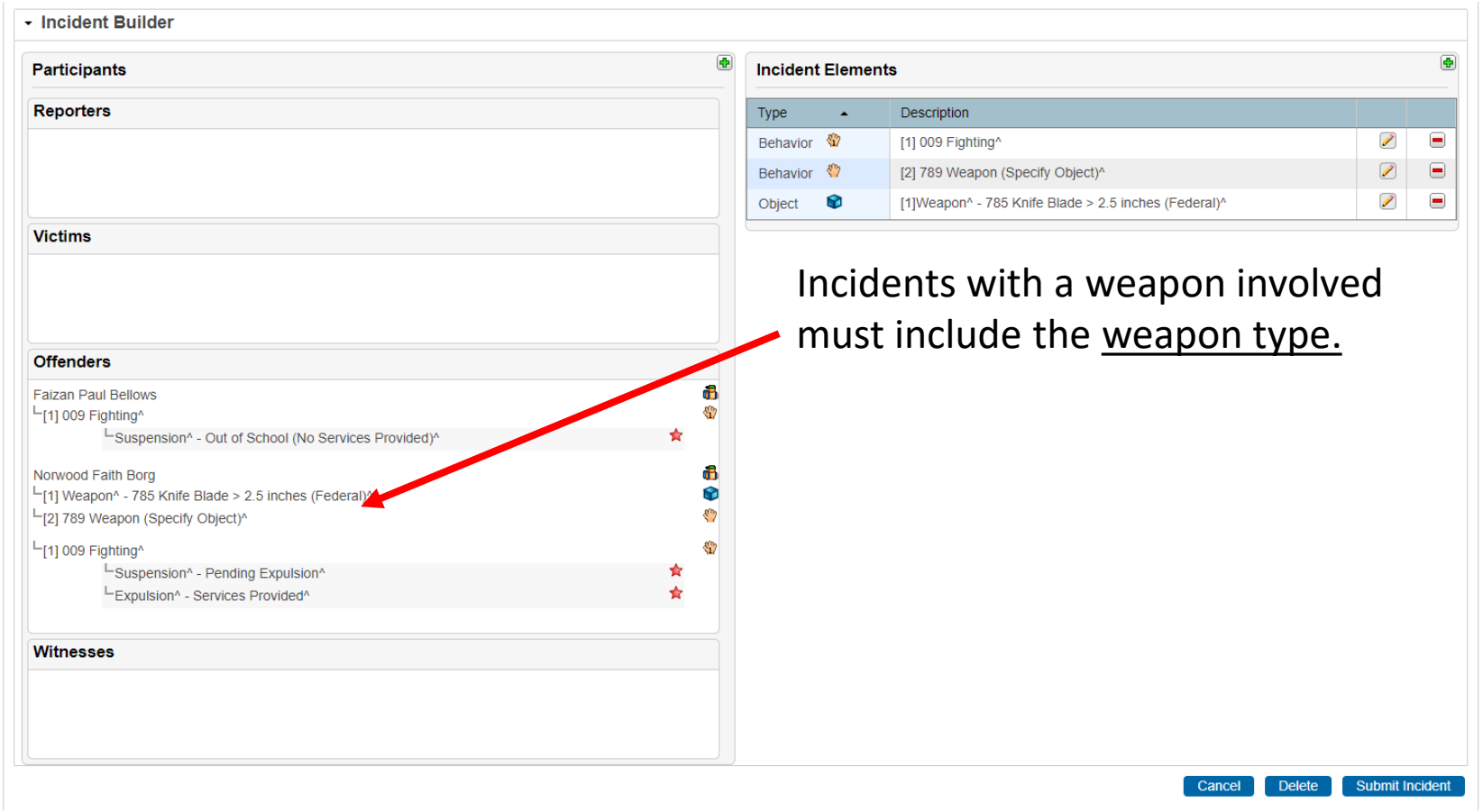
All Pending Expulsion or Recommend For Expulsion must have a final action coded.

Coding a Bus Incident



All bus incidents must include the behavior.

Incident Management Coding



Incidents with a weapon involved must include the <u>weapon type.</u>

Understanding Discipline Data- Data Review Tools

- ADT Reports
- PowerSchool Reports
- Level Data Reports

Reviewing Incident Data and Reports

- During the 2019-2020 school year the Incident Reports will be posted in ADT or Secure SFTP Server at 45th day, 90th day, 135th day and 180th day.
- PowerSchool Discipline Reports-Will be updated during 2019-20 school year. Please provide feedback for any new enhancements by October 1, 2019. Email me at acoleman@ed.sc.gov.
- Level Data Reports are available daily. Please use to assist with data quality issues.

Level Data State Validation

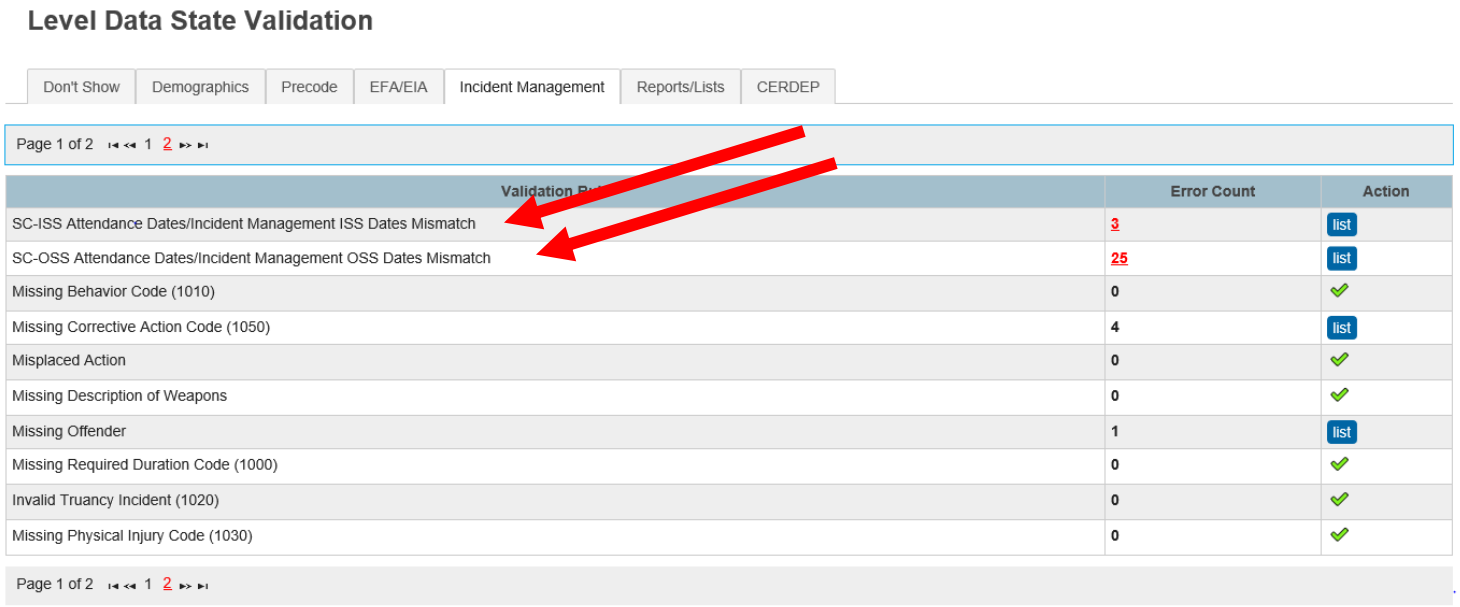
SC-ISS Attendance Dates/Incident Management ISS Dates Mismatch

For each In-School Suspension, students must have the appropriate In-School (SC-ISS) attendance code and a corresponding Incident Management record with the proper In-School Suspension action code. The dates marked with the In-School Suspension attendance code must match the action dates of the In-School Suspension in Incident Management.

SC-OSS Attendance Dates/Incident Management OSS Dates Mismatch

For each Out of School Suspension, students must have the appropriate Out of School (SC-OSS) attendance code and a corresponding Incident Management record with the proper Out of School Suspension action code. The dates marked with the Out of School Suspension attendance code must match the action dates of the Out of School Suspension in Incident Management.

Level Data State Validation



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