

# Truancy Reporting

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# Truancy Data Reporting

- States are required to establish uniform management information and reporting system, which includes the collection of information on truancy rates on a school-by-school basis. Each school must use PowerSchool to maintain its truancy data.
- All Data must be coded using Incident Management.

# Truancy Data Reporting

- State Board Regulation 43-274 Student Attendance
- Link to Regulation:  
<http://ed.sc.gov/scdoe/assets/File/stateboard/documents/274.pdf>
- State Laws regarding Attendance  
S.C. Code Ann. 59-65-10 to 59-65-280

# Lawful Absences

Based on Regulation 43-274:

- Absences caused by a student 's own illness
- Absences due to an illness or death in the student's immediate family
- Absences due to a recognized religious holiday of the students' faith
- Absences due to activities that are approved in advance by the principal.

# Unlawful Absences

Based on Regulation 43-274

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parent

# 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- Withdrawn Prior to Intervention (only use if student is inactive)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.76 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.



# Alternative Commitment to Truancy

**Proviso 1.A.76.** Alternative Commitment to Truancy As part of its plan for an alternative school, a school district receiving funds from the Department of Education for an alternative school shall identify available alternatives to commitment for children whose truancy is approaching the level of being referred to family court. When proceeding under S.C. Code Section 59-65-50 to bring an individual case before the family court, the school district must present this plan as well as the district's efforts with respect to the individual child to the court. Each school district's plan under this proviso shall include possible assignment to alternative school for a non-attending child before petitioning the court.

# Alternative Commitment to Truancy

- Under the Proviso all school districts must update their Alternative Plan to include the new proviso requirements. School District submitted new Plans in May 2018 that included the Proviso information.
- The Alternative School Program law requires that districts serve grade levels 6-12.

Section 59-63-1320. Eligible alternative school programs shall be provided for, but not limited to, students in grades 6-12.
- The proviso will apply to middle and high school students who are 12 to 17 years old.
- Students who are coded as Habitual Truant.
- Elementary students are not referred to court. All petitions for elementary students are filed against the parent.

# Chronic Truant

## Chronic Truant

- A child ages 12 to 17 years meets the definition of a chronic truant when the child
  - Has been through 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.

# Suspension

Suspension is not to be  
counted as an unlawful  
absence for Truancy  
purposes.

# Intervention Plans

If a student transfers to another public school in South Carolina the plan shall be forwarded to the receiving school.

# Intervention Plans

## Intervention Plans

- Team leader
- Reasons for unlawful absences
- Parent actions to resolve the causes of unlawful absences
- Student actions to resolve the causes of unlawful absences
- Documentation of referrals to providers, alternative schools or community-based programs

# Interventions Plans

- Actions taken by school or team members
- Actions to be taken if unlawful absences continue
- Parent /Guardian signatures or documentation of attempts
- Documentation of team involvement
- Guidelines revision to the plan

# Truancy Intervention Plan

## Appendix Five

### MODEL STUDENT ATTENDANCE INTERVENTION PLAN

*The purpose of the Student Attendance Intervention Plan is to identify the reason(s) for a student's truancy, document the previous steps taken by the school to address the student's truancy problem, and develop the plans necessary to improve the student's future attendance.*

**Conference Date:** \_\_\_\_\_

**Identification Information**

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Emergency Phone: (\_\_\_\_) \_\_\_\_\_

**Student Attendance History** (days absent, past problems, previous schools, etc.):

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*South Carolina law requires schools to take measures to assist the student and his/her family in resolving an attendance problem. Documentation of these interventions is necessary and should include dates as well as comments. The following school personnel should be utilized in the intervention process:*

**Designated Intervention Team Leader:**

\_\_\_\_\_

**Intervention Planning Participants:**

- Parent/Guardian (1): \_\_\_\_\_
- Parent/Guardian (2): \_\_\_\_\_
- Teacher: \_\_\_\_\_
- Social Worker: \_\_\_\_\_



# Truancy Intervention Plan

- School Nurse: \_\_\_\_\_
- Counselor: \_\_\_\_\_
- Principal: \_\_\_\_\_
- Special Education Case Coordinator (if applicable): \_\_\_\_\_
- Psychologist: \_\_\_\_\_
- School Attendance Supervisor: \_\_\_\_\_
- Other: \_\_\_\_\_

## I. What is the nature of the student's attendance problem? (please check all that apply)

### Transportation Issue

- ☐ Too far to go
- ☐ No money for transportation
- ☐ No reliable means of getting to school

### Academic/School Issue

- ☐ Problems with teacher or other school personnel
- ☐ Poor academic performance
- ☐ School discipline
- ☐ Suspended from school

### Social Issue

- ☐ Gender intimidation
- ☐ Gang activity
- ☐ Financial issues
- ☐ Difficult peer relationships
- ☐ Bullying
- ☐ Personal Relationships

### Safety Issue

- ☐ Surrounding neighborhood not safe
- ☐ School not safe
- ☐ Gangs
- ☐ School problem

### Home Issue

- ☐ Tending to younger siblings
- ☐ Parent/Guardian not well
- ☐ Physical, sexual abuse in home
- ☐ Substance abuse in home
- ☐ Homeless
- ☐ Domestic violence
- ☐ Runaway
- ☐ Date violence
- ☐ Neglect
- ☐ Student is also a parent

### Health Issue

- ☐ Pregnancy
- ☐ Lacking medical care/immunizations
- ☐ Medical problems
- ☐ Substance abuse
- ☐ Disability
- ☐ Mental illness

☐ Other: \_\_\_\_\_

### Student Characteristics:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Low Achievement      | <input type="checkbox"/> Low Attendance        | <input type="checkbox"/> High Failure Rate   |
| <input type="checkbox"/> Parenthood           | <input type="checkbox"/> Credit Deficiencies   | <input type="checkbox"/> Discipline Referral |
| <input type="checkbox"/> Drug/Alcohol Problem | <input type="checkbox"/> Health-Related Issues |  |

Please specify the details of the attendance problem(s) checked above and describe any applicable problems not listed above:

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# Truancy Intervention Plan

II. Collaborative recommendations of the student, parent/guardian, and school personnel to solve the attendance problem:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

III. Actions to be taken by the parent(s)/guardian(s) to resolve the causes of the unlawful absences:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

IV. Actions to be taken by the student to resolve the causes of the unlawful absences:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

V. Actions to be taken by intervention team members:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

VI. Actions to be taken in the event unlawful absences continue:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

VII. Referrals have been made to the following service providers and alternative school and community-based programs:

\_\_\_\_\_  
\_\_\_\_\_

VIII. The next meeting to review progress of attendance improvement recommendations will be held on \_\_\_\_\_

IX. Weekly attendance will be monitored by: \_\_\_\_\_

Plan Approval Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

School Official's Signature \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

**Attachment: Guidelines for making revisions to this plan**

*This intervention plan 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.*

# 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
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\_\_\_\_\_  
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.*

# Truancy Interventions

- Truancy Interventions
  - Recognizing Improved Attendance
  - Home Visits
  - Calling Students when Absent
  - Conducting Workshops for families regarding attendance
  - Counseling
  - Personalized Learning
  - Check and Connect
  - Mentoring
  - Tutoring

# Truancy Intervention Resources

- [Truancy Prevention Efforts in School-Community Partnerships](#)
- [Reducing Truancy](#)
- [Truancy Reduction](#)
- [Tiered System of Support for Improving Attendance](#)

# Coding Truancy In PowerSchool

- All truancy incident data must be coded using Incident Management.
- You will be able to extract Truancy Incidents by using the Truancy reports in PowerSchool.
- All truancy incidents are based on a three consecutive unlawful absences or a total of five unlawful absences - not hours, or not half days.
- Truants can be identified by using SC 41 Truancy School Detail Report.
- All truancy should be coded based on the definitions out-line in the attendance regulation for Truant, Habitual Truant, and Chronic Truant.

# Truancy Data Reporting

- Truancy coding resets at the beginning of each school term.
- Court orders will remain in place based on the effective dates stated in the court order.

# Truancy Data Reporting

- When a student is coded as 151 Truant an Intervention Plan should be developed.
- If a student reaches the level of Habitual Truant, an intervention must occur before the student is referred to family court. (Examples: Alternative School Program Referral, Truancy Court, Truancy Diversion Program, Other intervention)



# Truancy Coding Tips

- Review reports weekly to identify truants
- Ensure that students who are suspended are not coded as truant.
- Do not code students as truant until district policy for student's parent notes has expired.
- Follow-up with the student intervention plans to ensure that the plan is being properly followed.

# Truancy Coding Tips

- Tardies are not considered absences for truancy reporting.
- Homeschools are responsible for reporting attendance data from Alternative School programs.
- Intervention plans must be aligned with 504 Plans and IEP's for students with special needs.

# 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





Link to Truancy Coding Guide:

<https://www.ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/coding-truancy-incident-guide/>

# Customized Truancy and Attendance Reports

1. On the Start page click **System Reports**.
2. Click on the **State** tab
3. Click on the **Truancy Update Process**
4. Click on the **SC 40 Truancy Report by Student**
5. Click on the **SC 41 Truancy School Detail Report**

# Customized Truancy Reports

Truancy	Version	Description
 <a href="#">SC Truancy Update Process</a>	1.0.6	Updates Truancy and Full Day Absence tables
 <a href="#">SC40 Truancy Report by Student</a>	1.0.2	Generates SC Truancy Report by Student
 <a href="#">SC41 Truancy School Detail Report</a>	1.0.5	Generates SC Truancy Detail Report By School
 <a href="#">SC42 Truancy District Detail Report</a>	1.0.2	Generates SC Truancy detail Report By District
<a href="#">SC43 Truancy List</a>	1.2	Displays the most recent list of students with Truancies.

# SC Truancy Update Process

## Truancy Update Process Complete for:

**School(s) Run For**  
Test Elementary School

**Student Name**  
Test, Student Fifth

**Student ID**  
108801

Total Students: 1

# 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

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.



# SC40 Truancy Report by Student

**Date:** September 05, 2019  
**School Name:** Test High School 3

## Truancy Student Report

**Page:** 1 of 6  
**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	
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
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Student Information		Full Day Unexcused Absences	
Student Name	Jamall Adlard	1.	07/08/2019
Student Number	779268	2.	07/09/2019
Birth Date	01/01/2003	3.	07/10/2019
Grade	9	4.	07/11/2019
Gender	Male	5.	07/12/2019
School Name	Test High School 3	6.	08/26/2019
District Name	Test District	7.	08/27/2019
		8.	08/28/2019
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		

# 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 11 months 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

# Truancy-Incident Management

PowerSchool- Incident Management  
System Review

# 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-Incident Management


- Incident Type-Truancy
- Date-Reflects the dates on which the student accumulated enough unexcused/unlawful absences to cause him/her to become truant
- Truancy Duration-Time frame for in which the intervention plan is in place
- Time Frame- During School Hours
- During School Hours- DCL During Class
- Title-Truancy
- Location-Classroom

# Truancy-Incident Management

- Offender-Name of student who is truant
- Behavior-(151 Truant, 152 Habitual Truant, 153 Chronic Truant)
- Action code-
  - Intervention Plan
  - ALT-Referred to Alternative School Program,
  - Referral
  - Truancy Diversion Program
  - Truancy Contract
  - Family Court Referral, Violation of Court Order



# Truancy Coding

▼ Incident Description	
Incident Type	Truancy^ ▼
Incident Date	09/18/2018  Time: 03:55 PM
Time Frame	During School Hours^ ▼ DCL-During Class^ ▼
Time Frame Comment	<div></div> <div>512 characters left</div>
Title	Truancy
Description	<div>Student missed three (3) consecutive days</div> <div></div>
Location	Classroom^ ▼
Location Comment	<div></div> <div>512 characters left</div>
Location Description	<div>Classroom</div> <div></div>
Prepared by	<div></div>
Financial Impact (\$)	<div></div>

# Truancy Coding

Incident Builder

**Participants**

**Reporters**

**Victims**

**Offenders**  
Kristi Christine Hoskins

**Witnesses**

**Incident Elements**

Type	Description		
Behavior	[1] 151 Truant*		
Action	Intervention Plan*		

If the incident does not have an element under the offender the incident is improperly coded

Cancel Submit Incident

# Truancy Data Reporting

## Truant Incident

The Behavior must be dragged and dropped on top of the offender's name to add this behavior to the participant. The Action must be dropped on top of the behavior. See screen shot below:

Offender Name

Behavior (must be dragged and dropped on Participants name)

Action (must be dragged and dropped on the behavior)

Incident Builder

Participants

Reporters

Victims

Offenders

Dedra Cox


[1] 151 Truant^

Intervention Plan^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 151 Truant^		
Behavior	[2] 152 Habitual Truant^		



Cancel


Submit Incident

# Truancy Data Reporting

## A Habitual Truant with a referral to an Alternative School Program Placement

Participants		Incident Elements	
<b>Reporters</b>			
<b>Victims</b>			
<b>Offenders</b>			
Dedra Cox			
└ [1] 151 Truant^			
└ Intervention Plan^			
└ [2] 152 Habitual Truant^			
└ Referred to Alternative Program^			
<b>Witnesses</b>			

Type	Description		
Behavior	[1] 151 Truant^		
Behavior	[2] 152 Habitual Truant^		



CancelDeleteSubmit Incident

# Truancy Data Reporting

- Habitual Truant Incident

Incident Builder

**Participants**

**Reporters**

**Victims**

**Offenders**

Dedra Cox

[2] 152 Habitual Truant^

Family Court Referral^


[1] 151 Truant^

Intervention Plan^

**Witnesses**

**Incident Elements**

Type	Description		
Behavior	[1] 151 Truant^		
Behavior	[2] 152 Habitual Truant^		
Behavior	[3] 153 Chronic Truant^		



Cancel Delete Submit Incident

# Truancy Data Reporting

- Chronic Truant

▼ Incident Builder

Participants

Reporters

Victims


Offenders

Dedra Cox  
└[2] 152 Habitual Truant^  
    └Family Court Referral^  
└[3] 153 Chronic Truant^  
    └Violation of Court Order^  
└[1] 151 Truant^  
    └Intervention Plan^

Witnesses

Incident Elements

Type	Description		
Behavior 🖐	[1] 151 Truant^	✎	🗑
Behavior 🖐	[2] 152 Habitual Truant^	✎	🗑
Behavior 🖐	[3] 153 Chronic Truant^	✎	🗑



Cancel

Delete

Submit Incident

# Incident Management Report Tab

SDE Tab

Reports	
System	ReportWorks
State	State Initialization
Engine	Setup
SDE	
<b>Attendance</b>	<b>Description</b>
Absentee	Single day period by period attendance code report.
Attendance Count	Multi-day period by period attendance code report.
Class Attendance Audit	Section specific attendance roster.
Consecutive Absences	Report detailing consecutive student absences by absence code.
Student Attendance Audit	Roster report detailing attendance codes by day.
Monthly Student Attendance Report	Twenty-day student attendance report by grade.
Attendance Summary by Grade	An aggregated attendance report for a date range and grade(s).
Year-to-Date Attendance Summary	A year-to-date aggregated attendance report by grade.
PowerTeacher Attendance	Report showing which teachers have not taken attendance.
Weekly Attendance Summary (Meeting)	A weekly attendance summary by section.
Weekly Attendance Summary (Daily)	A weekly attendance summary by Teacher.
Period Att. Verification	Report showing students marked present a specified number of periods.
<b>Attendance Tracking and Notification</b>	<b>Description</b>
Refresh Attendance Tracking Data	This report refreshes attendance tracking and notification records in the PowerSchool database.
Truancy and Attendance Letters (View Only)	The <i>View Only</i> version produces a list of students who meet a specified threshold for an attendance tracking level, such as unexcused absences.
Truancy and Attendance Letters (Extract)	The <i>Extract Only</i> version of this report produces two outputs: <ul style="list-style-type: none"> <li>a list of students who meet a specified threshold for an attendance tracking level, such as unexcused absences.</li> <li>An attendance letter that can be printed by clicking the ReportWorks link provided at the bottom of the extract list.</li> </ul>
Truancy and Attendance - Levels Reached	This report includes students who meet a specific threshold for an attendance tracking level.
<b>Discipline</b>	<b>Description</b>
Discipline Log	A list of student discipline incidents by date range and sub-type.
Discipline Summary	Disciplinary incidents by gender, ethnicity, special program and grade level
<b>Grades and Gradebooks</b>	<b>Description</b>
Class Ranking	Student list by GPA.
Grade Count by Teacher	Grade Count by Teacher

# Incident Management SDE Reports Tab

**Reports**

SystemReportWorksStateState InitializationEngineSetupSDE

Report	Scope	Description
<b>Incident Management Reports</b>		
Staff Referral	District	This report allows administrators to view a list of referrals by referring staff members.
Summary Report - All Incidents	District	This report provides a count of incidents for each behavior reported. The districts may click the link to review the incident report by school.
Summary Report - Truancy Validation	District	This provides a count of incidents for each truancy code reported (151, 152, 153).
Summary Report - Bullying Validation	District	This provides a count of bullying incidents coded.
Summary Report - Persistently Dangerous Schools Validation (PDS)	District	This provides a count of incidents reported to verify data used to complete the PDS report.
<b>IGP Success Planner Reports</b>		
IGP Dashboard	All schools	Click here to visit the IGP Dashboard
IGP Curriculum Browser	All schools	Click here to view the Curriculum Browser
IGP Major Report	All schools	Click here to visit the IGP Major Interest report
IGP Completed Majors Report	All schools	Click here to visit the IGP Completed Majors report
IGP Summary Report	All schools	Click here to visit the IGP Summary report
IGP Post-Secondary Plan Report	All schools	Click here to visit the IGP Post-Secondary Plan Report
IGP Cluster Counts	All schools	Click here to visit the IGP Cluster and Post-Secondary Plan Counts Report
IGP Planning Notes	All schools	Click here to visit the IGP Planning Notes
Multiple IGPS Report	All schools	Click here to visit the Multiple IGPS Report
IGP In Participation Percentages	All schools	Click here to visit the IGP In Participation Percentages

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# IM-Truancy Report

## Functions

[Attendance](#)  
[Daily Bulletin](#)  
[Enrollment Summary](#)  
[Master Schedule](#)  
[Dashboard](#)  
[Special Functions](#)  
[Teacher Schedules](#)

## Reports

[System Reports](#)  
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## People

[Student Search](#)  
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## Setup

[District](#)  
[System](#)  
[Personalize](#)

## Applications

[PowerLunch](#)  
[PS Administrator](#)  
[PT Administrator](#)  
[ReportWorks Developer](#)  
[Enhanced CPM](#)  
[Enterprise Reporting](#)  
[SchoolMessenger](#)

## Discipline Summary Reports

Option	Value
Date	From: 08/18/2015 To: 06/02/2016
Report:	Truancy

[Submit](#)

[Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

Show 10 entries

Search:

#	Offense	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1.	151 Truant	1	5	0	0	0	0	0	0	0	0	0
2.	152 Habitual Truant	0	0	0	3	0	3	0	0	0	0	0
3.	153 Chronic Truant	0	1	0	3	0	0	0	0	0	0	0

Showing 1 to 3 of 3 entries

[Previous](#)[Next](#)

## Legend

Icons  - Date Entry

# IM Data Validation

- Error reports delivered in PowerSchool directly to the school
- Instant feedback with error corrections
- Direct link to the incident



*Just a  
quick  
reminder!*

# Level Data State Validation

## Level Data State Validation

Demographics Precode EFA/EIA Incident Management Reports/Lists

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Validation Rule	Error Count	Action
Missing Behavior Code (1010)	0	✓
Missing Corrective Action Code (1050)	0	✓
Misplaced Action	0	✓
Missing Description of Weapons	0	✓
Missing Offender	0	✓
Missing Required Duration Code (1000)	0	✓
Invalid Truancy Incident (1020)	0	✓
Missing Physical Injury Code (1030)	0	✓
Invalid Pending Expulsion (1040)	0	✓
Invalid Weapon Type (1060)	0	✓

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# Level Data State Validation

## Level Data State Validation

[Demographics](#)[Precode](#)[EFA/EIA](#)[Incident Management](#)[Reports/Lists](#)

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Validation Rule	Error Count	Action
Warning Incident Type (1070)	<div><div></div></div>	<a href="#">list</a>
Invalid Truancy Incident : Missing Intervention Plan	<div><div></div></div>	<a href="#">list</a>
Missing Action Type for Truant Students	<div><div></div></div>	<a href="#">list</a>
Invalid Incident Type for Truant Behavior	<div><div></div></div>	<a href="#">list</a>
Missing Weapon Type	<div><div></div></div>	<a href="#">list</a>
Consecutive Days Unexcused Absences > 3	<div><div></div></div>	<a href="#">list</a>
Non-Consecutive Days of Unexcused Absences > 5	<div><div></div></div>	<a href="#">list</a>
Missing Action Duration for Detentions	<div><div></div></div>	<a href="#">list</a>

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# Truancy Resources

Resources from the USC Children's Law Center regarding Truancy

- Truancy Brochure:
  - <http://childlaw.sc.edu/Status%20Offense%20Task%20Force/Truancy%20brochure.pdf>
- Truancy and Intervention
  - <http://childlaw.sc.edu/Status%20Offense%20Task%20Force/Effective%20School%20Interventions-%20Handout.pdf>
  - <http://childlaw.sc.edu/frmPublications/TruancyGuide2015.pdf>

# Effective Truancy Interventions

Compiled by the Children's Law Center

Fall 2015



UNIVERSITY OF  
SOUTH CAROLINA  
School of Law

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Truancy is a complex issue with many different factors contributing to a child's absence in school. As a result, effective interventions for truancy must be specific and tailored to the individual child and family. A thorough assessment should be done with the child and guardian to determine the underlying causes of truancy. It is important to remember that these causes are often personal and at times may be uncomfortable for the student to discuss. As a result, professionals should think of the assessment as a process which may require several meetings and discussions before the family is able to disclose the factors contributing to the truancy. Once a comprehensive assessment has been conducted, the following interventions may be considered.

**Please note:** Most of these interventions are written for school personnel. However, it is possible that many of the interventions could be provided by other agencies, such as DJJ or DSS caseworkers, counselors, or non-profit organizations.

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## Initial Interventions from School

### Early & Positive Guardian Contact:

- At the beginning of the year:
  - o Attendance personnel reviews prior year's student attendance and identifies students at-risk for truancy in the coming school year.
  - o School staff makes a phone call to the guardian of at-risk student just prior to new school year. Introduces self; offers contact info and assistance for upcoming school year.
  - o If no attendance problems the first few weeks of term, calls guardian back to praise them and ask them to please share what they are doing right, reiterating to the guardian that they are part of the solution and give positive reinforcement.
- Throughout the year:
  - o Contact the guardian to share successes that the child has experienced. Often, guardians are only contacted when there is a problem. Sharing positive stories will increase the guardian's sense of connectedness to the school and diminish an adversarial relationship.

# 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/>