

# **End of School Year Reminders Webinar Incident Management, Truancy, Chronic Absenteeism, Dropout & State Reporting Updates**

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May 13, 2020

# Agenda

- End of Year Deadlines
- Memos to Review
- Updating Out of School Suspension and Expulsion
- ADT Report Updates-New Validations-Data Review
- Report Cards Codes Review
- Truancy
- Dropout
- Chronic Absenteeism Data
- IM Updates-New Codes for 2020-21 School Year
- State Reporting Updates For Next Year

# End of Year Data Deadlines

- All data must be updated in PowerSchool by June 22, 2020, by 9:00 am.
- Reports will be updated daily beginning May 13, 2020.
- Updated reports will be available once a day.
- On-line Data Verification Form is due by June 30, 2020.
- Link to the form: [Data Verification Form](#)  
(District Contact Only)

# Memos to Review

- Memos to Review
  - [COVID-19: Suspension and Expulsion Guidance - Memo](#) PDF (214 KB)
  - [Face-to-Face Services and Support to Students and Families - Memo](#) PDF (184 KB)
  - [Enrollment during COVID-19 Pandemic - Memo](#) PDF (159 KB)
  - [In-Session Flag - Memo](#) PDF (131 KB)

# Updating IM Information

- Please make sure all information for Out of School Suspension(OSS) and expulsions are updated before the June 22, 2020.
- Data submission opens on May 13, 2020-June 22, 2020 at 9:00 am.
- Make sure you update any In School Suspension (ISS) incidents that were not served due to COVID-19.  
Updated the ISS code to Behavior Intervention-Add note ISS not served due to COVID-19 School Closure.
- Pending Expulsion for a gun and violent incidents will remain pending until a hearing is conducted. These incidents should not be removed from Incident Management.

# Updating OSS with Days Served

- Select the Incident.
- Then select the pencil icon to edit action of Out of School Suspensions (OSS).
- Update the Action Date Range to the actual day(s) served before the school closure.
- Update the Actual Duration Date to the actual day(s) served.
- If you want to keep a record of the prior consequence, then update the Assigned Duration. (This will include the number of days assigned) and Actual Duration (This will include the actual day(s) served).
- Update the Duration Notes-Waived due to COVID-19-School Closure.
- Please double-check the student's attendance to make sure no OSS days are reflected during the school closure dates.

# Updating OSS with No Days Served due to School Closure

Updating a Suspension with no days served because of COVID-19-School Closure. (Do not delete the incident.)

- Select the Incident.
- Then select the pencil icon to edit action of OSS.
- Change action from Suspension OSS to Behavior Intervention
- Update the Action Date Range to the dates the OSS date was assigned.
- Select the Blank under Duration Code (No duration times or day should be selected).
- Update the Action Change Reason “OSS waived due to COVID 19-School Closure”.
- Please double-check the student’s attendance to make sure no OSS days are reflected during the school closure dates.

# Updating Suspension Pending Expulsion

- Select the Incident.
- Then select the pencil icon to edit action of Out of School Suspension (Pending Expulsion).
- Update Pending Expulsion to a Suspension for the day(s) served.
- If a district wants to document that a recommendation for expulsion occurred. Please use the Recommended for Expulsion (REX) code in Incident Management. (REX- is used when districts are tracking students recommended for expulsion regardless of the outcome).
- Update the Action Date Range and Duration Code with date(s) served as Out of School Suspension days.
- Update Action Change Reason to “Pending Expulsion waived due to COVID 19-School Closure”.
- Please double-check the student’s attendance to make sure no OSS days are reflected during the school closure dates.



# Updating Suspensions

Incident Builder

Participants

Reporters

Victims

Offenders

Vanessa Ann Badger

[1] 789 Weapon (Specify Object)^

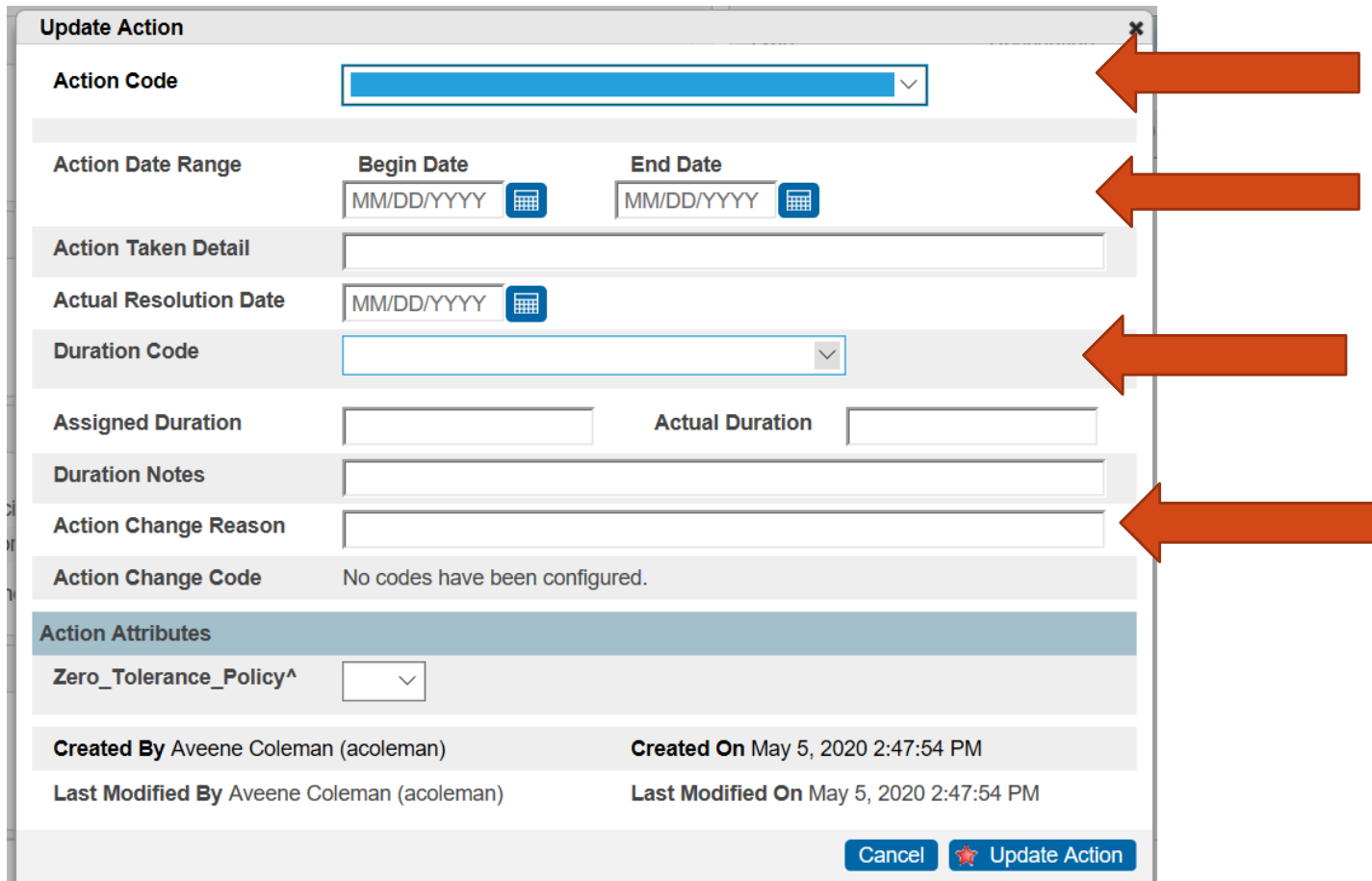
Suspension^ - Pending Expulsion^

[1] Weapon^ - 780 Other Weapons^

Incident Elements

Type	Description		
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1] Weapon^ - 780 Other Weapons^		


# Updating IM Actions/Date/Duration:




**Update Action**


**Action Code**

**Action Date Range**

**Begin Date**  

**End Date**  

**Action Taken Detail**

**Actual Resolution Date**  

**Duration Code**

**Assigned Duration**  **Actual Duration**

**Duration Notes**

**Action Change Reason**


**Action Change Code** No codes have been configured.

**Action Attributes**

**Zero\_Tolerance\_Policy^**

**Created By** Aveene Coleman (acoleman) **Created On** May 5, 2020 2:47:54 PM

**Last Modified By** Aveene Coleman (acoleman) **Last Modified On** May 5, 2020 2:47:54 PM

**Cancel**  **Update Action**

# What's New in IM for 2020!

New validation added in February 2020:

- Missing Location
- Habitual/Chronic Truancy Behavior Age Mismatch



# What's New in IM for 2020!

- New validation added in February 2020:

## Level Data State Validation

Miscellaneous

Don't Show

Demographics

Precode

EFA/EIA

Incident Management

Reports/Lists

Staff

Enrich Special Ed

CERDEP

Enrollment

LEP

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Validation Rule	Error Count	Action
Habitual/Chronic Truancy Behavior/Age Mismatch	5	<a href="#">list</a>
Missing/Invalid Incident Location	2	<a href="#">list</a>
SC-ISS Attendance Dates/Incident Management ISS Dates Mismatch	3	<a href="#">list</a>
SC-OSS Attendance Dates/Incident Management OSS Dates Mismatch	69	<a href="#">list</a>
Missing Behavior Code (1010)	3	<a href="#">list</a>
Missing Corrective Action Code (1050)	7	<a href="#">list</a>
Misplaced Action	6	<a href="#">list</a>
Missing Description of Weapons	0	✓
Missing Offender	1	<a href="#">list</a>
Missing Required Duration Code (1000)	0	✓

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# What's New in IM for 2020!

A valid location is required for all incidents. Truancy incidents must have the location set to Classroom.

Close Additional Information

## CONDITIONS TO RESOLVE:

- Select a valid location where the incident occurred.
- Valid locations for Discipline incidents are: Bus<sup>^</sup>, Cafeteria<sup>^</sup>, Classroom<sup>^</sup>, Gym<sup>^</sup>, Hall<sup>^</sup>, Media Center<sup>^</sup>, Rest Room<sup>^</sup>, Off School Property<sup>^</sup>, School Function<sup>^</sup>, Yard/Playground<sup>^</sup>, Parking Lot<sup>^</sup>, Administrative Area/Office<sup>^</sup>.
- Location for Truancy incidents must be set to Classroom<sup>^</sup>.

## FIELD MAPPING:

### Incident Management Incident Types:

- Discipline<sup>^</sup>
- Truancy<sup>^</sup>

### Incident Management Locations:

- Bus<sup>^</sup>
- Cafeteria<sup>^</sup>
- Classroom<sup>^</sup>
- Gym<sup>^</sup>
- Hall<sup>^</sup>
- Media Center<sup>^</sup>
- Rest Room<sup>^</sup>
- Off School Property<sup>^</sup>
- School Function<sup>^</sup>
- Yard/Playground<sup>^</sup>
- Parking Lot<sup>^</sup>
- Administrative Area/Office<sup>^</sup>



# What's New in IM for 2020!

## Habitual/Chronic Truancy Behavior/Age Mismatch

Students must be at least 12 years old and less than 17 years old when a Habitual Truant (152) or Chronic Truant (153) behavior is assigned to the student's Truancy Incident.

### Close Additional Information

#### CONDITIONS TO RESOLVE:

- Verify that Habitual Truant (152) and Chronic Truant (153) behaviors are only assigned to students who are 12 to 16 years of age.
- Students who are not 12 to 16 years of age should be assigned a Truant (151) behavior.

#### FIELD MAPPING:

DOB

DOB

#### Incident Management Truancy Behavior Codes:

- 151 Truant^
- 152 Habitual Truant^
- 153 Chronic Truant^

**NEW**

# What's New in IM for 2020!

## Level Data State Validation

Miscellaneous	Don't Show	Demographics	Precode	EFA/EIA	Incident Management	Reports/Lists	Courses	Staff
Enrich Special Ed	CERDEP	Enrollment	LEP	Setup				

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Validation Rule	Error Count	Action
Instructional Setting/EFA Code Mismatch	<div><div></div></div>	<a href="#">list</a>
Invalid Special Program Entry Date	0	✓
Invalid Special Program Exit Date	0	✓
Last SEI Upload within 90 Days	0	✓
Latest PIP Upload Date	0	✓
Listing of Students in Alternative Education Special Programs	0	✓
Listing of Students with a Truancy Incident	0	✓
Medicaid Consent Date/Medicaid Eligible Date Mismatch	0	✓
Missing Medicaid Consent Date	0	✓
Student Marked Unexcused For All Periods But One (Meeting Attendance Only)	<div><div></div></div>	<a href="#">list</a>

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# What's New in IM for 2020!

Date: May 11, 2020

School Name: Test Middle School 3

## Truancy School Report

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District Name: Test District

Truant (3 Consecutive Full Day Unexcused Absences)				
Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
784081	(Forryan, Nazariy Michael)	16	8	3
771824	Baudinot, Eshawn	15	6	4
772149	Cabral, Magen Brooks	14	6	4
770010023268	Cade, Ellaina Gayle	14	6	4
770010021569	Shilvock, Lafrancine Daniel	16	8	4
770010020271	Tumoto, Charita Nicole	16	8	3
778845	Wight, Khelsea Jace	16	8	3
				Student Count: 7

Truant (5 Non-Consecutive Full Day Unexcused Absences)				
Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
770010021520	(Tomich, Arnetta Clarence)	16	8	5
771701	Cahalan, Guenter James	15	6	5
776510	Fintoph, Aba Lynn	16	7	5
770010020489	Foucard, Zakye Michael	16	8	5
774207	Martain, Nikoloz Cate	15	7	5
783495	Phettiplace, Mliss Grace	16	8	5
770010020659	Worge, Dontarious Joe	16	7	5
				Student Count: 7

## Listing of Students with a Truancy Incident

This is a listing of students with a Truancy Incident. This can be used for comparison with the SC41 report.

Note: Students under the age of 6 and over the age of 17 should not have a Truancy Incident. Students should only have one Truancy Incident which is updated during the year.

### Additional Information

Incident ID	Incident School	Incident Date	Incident Title	Offender	Age of Offender on the Incident Date	Incident Type	Link
115158	TMS3	05/11/2020	151 Truant	Ellaina Cade	14	Truancy <sup>A</sup>	<a href="#">Incident Details</a>
115159	TMS3	05/11/2020	151 Truant	Guenter Cahalan	15	Truancy <sup>A</sup>	<a href="#">Incident Details</a>

**Note:** SC 41 will remove students who turns 17 when the Truancy Update report is run. Please keep copies of the report to ensure accurate reporting.

**NEW**



# 2019-20 IM Data Collection Review 4/23/2020

Truant (151)	57605
Truant, Habitual (152)	2092
Truant, Chronic (153)	415
Assault, Aggravated (510)	72
Assault, Simple (520)	1353
Drug Distribution (570)	142
Forced Sex Off (610)	14
Homicide (640)	0
Intimidation (650)	1347
Bullying (651)	1403
Cyber Bullying (652)	226
Kidnap (660)	1

Robbery (730)	19
Other Weapon (780)	281
Handgun (781)	25
Rifle/ Shotgun (782)	2
Other Firearm (783)	12
Knife, >2" (784)	161
Knife, > 2.5" (785)	216
Fighting (009)	15,722
Harassment (012)	1111
Bomb Threat (260)	49

Please make sure all schools review the codes listed above.

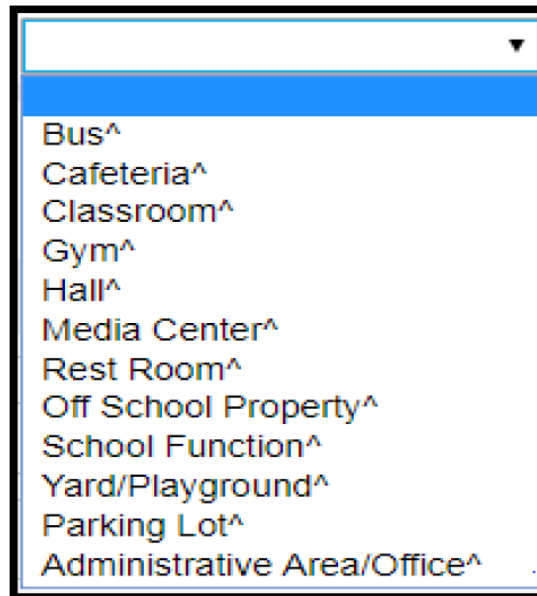
# Incident Management Errors 2019-2020

- Make sure all schools review errors posted in ADT.
- Make sure errors are corrected before the June 22, 2020.
- New reports are available for review everyday.

Error Codes	Total Number of Errors 3/31/2020	Total Number of Error 4/23/2020
1000 Missing Duration Code	75	61
1010 Missing Behavior Code	171	140
1020 Invalid Truancy Incident	84	82
1030 Missing Phis Injury Code	59	55
1040 Invalid Pending Expulsion	694	1623
1050 Missing Corrective Action	0	0
1060 Invalid Weapon Type	137	106
1070 Warning Incident Type	0	1
1080 Missing Location Code		75,945

# IM Coding Tips

- Missing Location Errors
  - All incidents must include a location.
  - Location is a required field.
  - Truancy incident location should be coded classroom.
  - Errors reported statewide **75,945**

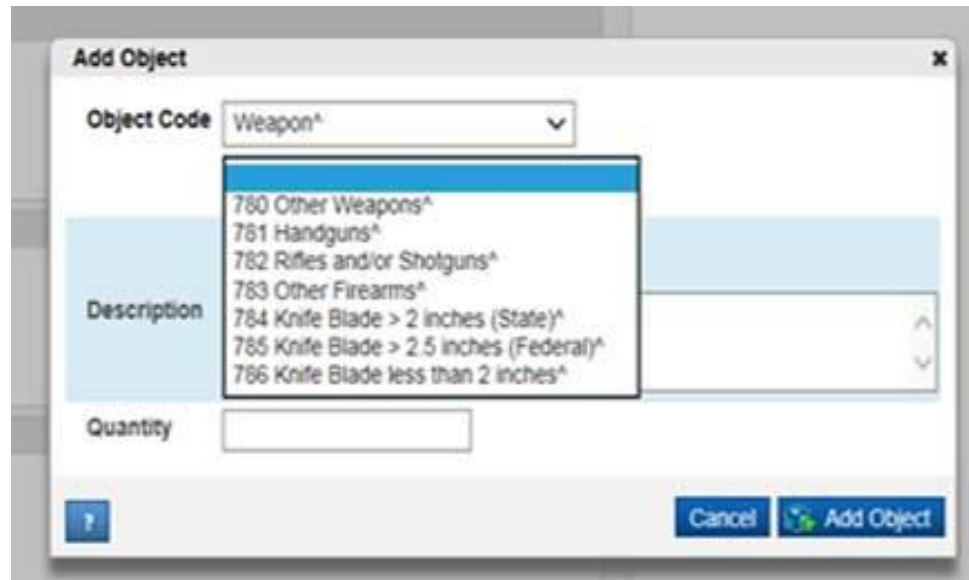


A screenshot of a dropdown menu with a blue header bar and a list of location options. The options are:

- Bus^
- Cafeteria^
- Classroom^
- Gym^
- Hall^
- Media Center^
- Rest Room^
- Off School Property^
- School Function^
- Yard/Playground^
- Parking Lot^
- Administrative Area/Office^

# IM Coding Tips

- Invalid Weapon Type Error
  - All incident coded as a 789 Behavior must have an Object coded selected.
  - Double check errors in ADT for missing weapon object codes.
  - Errors reported statewide **106**



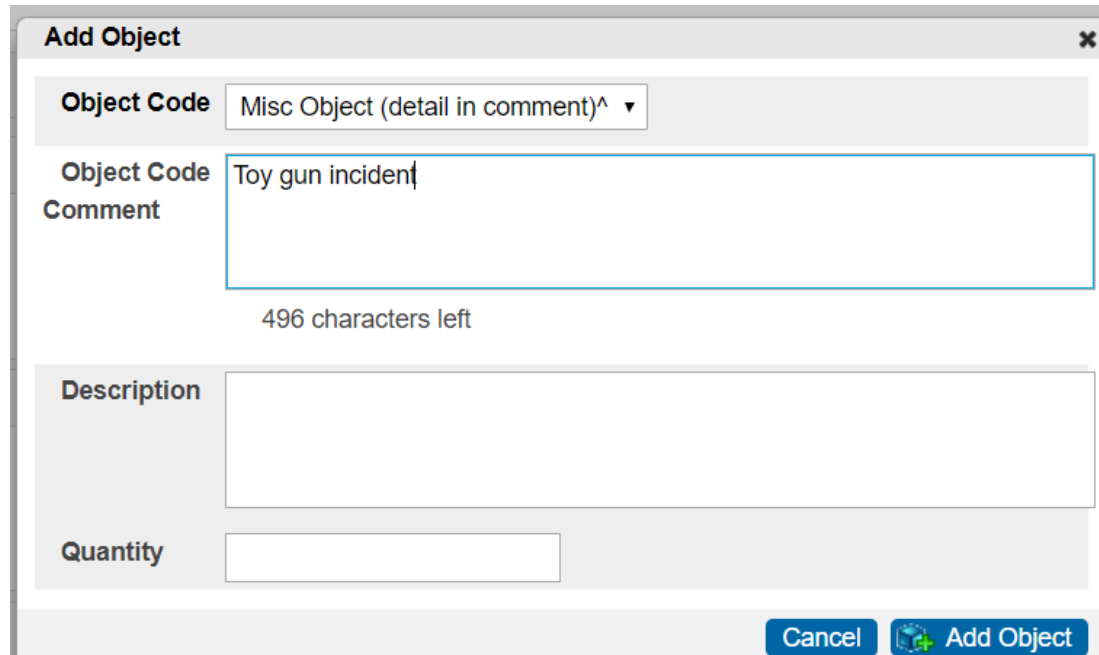
The screenshot shows a software window titled "Add Object". It contains a form with the following fields:

- Object Code:** A dropdown menu currently showing "Weapon^". A list of options is displayed below it:
  - 780 Other Weapons^
  - 781 Handguns^
  - 782 Rifles and/or Shotguns^
  - 783 Other Firearms^
  - 784 Knife Blade > 2 inches (State)^
  - 785 Knife Blade > 2.5 inches (Federal)^
  - 786 Knife Blade less than 2 inches^
- Description:** A text input field.
- Quantity:** A text input field.

At the bottom of the window, there are three buttons: a help button (question mark icon), a "Cancel" button, and an "Add Object" button.

# IM Coding Tips

- Review Toy Weapon Incident
  - Double-check the incident to make sure that a toy gun is coded as a MISC object.
  - Double-check the incident to make sure the object code is dragged and dropped on the incident.



The screenshot shows a dialog box titled "Add Object" with a close button (X) in the top right corner. The dialog contains several input fields:

- Object Code:** A dropdown menu currently showing "Misc Object (detail in comment)^".
- Object Code Comment:** A text area containing the text "Toy gun incident". Below this text area, it says "496 characters left".
- Description:** A large empty text area.
- Quantity:** A small empty text input field.

At the bottom right of the dialog, there are two buttons: "Cancel" and "Add Object" (which has a small icon next to it).

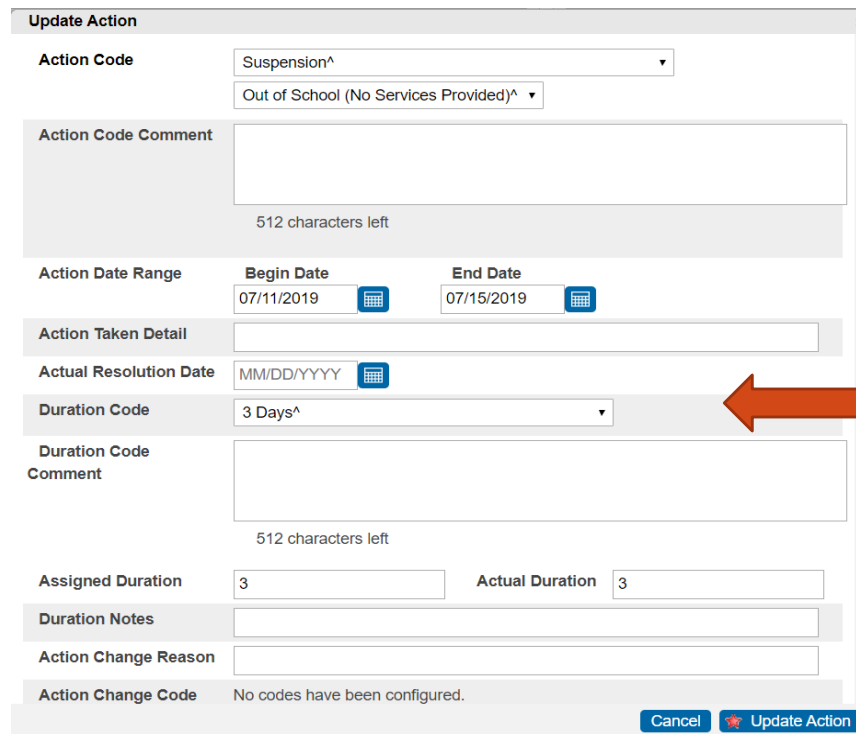
# IM Coding Tips

- **Missing Physical Injury Code**
  - Make sure any incidents coded as 510 –Aggravated Assault has a physical injury included.
  - Make sure the physical injury is populated under the participant attributes.
  - Errors reported statewide **55**

The screenshot shows a web form titled "Update Participant Attributes". At the top, it says "Selected Person: Tevaris Denise Abe". Below this is a section labeled "Attributes" with a green plus icon. Inside this section, there are two dropdown menus: the first is labeled "Physical Injury^" and the second is labeled "Minor Physical Injury^". To the right of these dropdowns is a red minus icon. Below the dropdowns is a text area labeled "Attributes Code Comment". At the bottom of the form, there is a section labeled "Select Role(s)" with a green plus icon. Inside this section, there are two dropdown menus: the first is labeled "Offender" and the second is labeled "No Comment^". To the right of these dropdowns is a red minus icon. At the very bottom of the form, there are two buttons: "Update Participant Attributes" and "Cancel".

# IM Coding Tips

- **Missing Duration Code**
  - All school removals must have a duration code.
  - REX should not be used as a final outcome.
  - Errors reported statewide **61**



The screenshot shows a web form titled "Update Action". The form contains several fields and sections:

- Action Code:** Two dropdown menus. The first is set to "Suspension^" and the second is set to "Out of School (No Services Provided)^".
- Action Code Comment:** A text area with a "512 characters left" indicator.
- Action Date Range:** Two date pickers labeled "Begin Date" and "End Date". The "Begin Date" is set to "07/11/2019" and the "End Date" is set to "07/15/2019".
- Action Taken Detail:** A text input field.
- Actual Resolution Date:** A date picker set to "MM/DD/YYYY".
- Duration Code:** A dropdown menu set to "3 Days^". An orange arrow points to this field from the right.
- Duration Code Comment:** A text area with a "512 characters left" indicator.
- Assigned Duration:** A text input field set to "3".
- Actual Duration:** A text input field set to "3".
- Duration Notes:** A text input field.
- Action Change Reason:** A text input field.
- Action Change Code:** A text input field with the message "No codes have been configured."

At the bottom right, there are two buttons: "Cancel" and "Update Action".

# IM Coding Tips

- Invalid Truancy Errors
  - Truancy incident should only have one student on each incident.
  - 151 Truant incidents should be updated to add the additional truancy codes once a student becomes 152 Habitual Truant or Chronic Truant. (Do not create a new incident)
  - All incident Location should be coded classroom.
  - Errors reported statewide 82



# Reminder: Codes to Review- Report Card Reporting

Have there been any incidents involving a firearm?	Yes (781-Handgun & 782 Rifles)
Was a homicide committed at your school?	640- Homicide
Incidents of rape or attempted rape?	610- Forced Sexual Offense
Incidents of sexual assault (not rape)?	690- Non-Forcible Sex Offense
Incidents of robbery w/weapon?	730 Robbery and Weapon Codes 780 Other Weapon, 785 Knife Blade (2.5) & 784 Knife Blade (2 inches)
Incidents of robbery w/out weapon?	730 Robbery
Incidents of robbery w/firearm or explosive?	730 Robbery & Firearms -781-Handgun & 782 Rifles, & 783-Other Firearms (explosive)
Incidents of physical attack w/ Weapon.	510 Aggravated Assault and Weapon Codes 780 Other Weapon, 785 Knife Blade (2.5) & 784 Knife Blade (2 inches)  520 Simple Assault and Weapon Codes 785 Knife Blade (2.5) & 784 Knife Blade (2 inches)
Incidents of physical attack w/firearm or explosive?	510 Aggravated Assault and Firearms -781-Handgun & 782 Rifles, & 783-Other Firearms  520 Simple Assault and Firearms -781-Handgun & 782 Rifles, & 783-Other Firearms (explosive)


# Reminder: Codes to Review- Report Card Reporting

Incidents of physical attack w/ out firearm or explosive?	510 Aggravated Assault 520 Simple Assault
Incidents of threats of physical attack w/weapon?	650 Intimidation & Weapon Codes 780 Other Weapon, 785 Knife Blade (2.5) & 784 Knife Blade (2 inches)  027 Threat & Weapon Codes & 780 Other Weapon, 785 Knife Blade (2.5) & 784 Knife Blade (2 inches)
Incidents of threats of physical attack w/firearm or explosive?	650 Intimidation & Weapon Codes -781-Handgun & 782 Rifles, & 783-Other Firearms  027 Threat -781-Handgun & 782 Rifles, & 783-Other Firearms (explosive)
Incidents of threats of physical attack w/out weapon?	650 Intimidation 027 Threat
Incidents of possession of firearm or explosive?	Firearms -781-Handgun & 782 Rifles, & 783-Other Firearms (explosive)

# Alternative School Special Program Field


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

Abe, Tevaris Denise 11 780469 THS3

Comment	<input type="text"/>
Entry Date	<input type="text" value="MM/DD/YYYY"/>  *
Exit Date	<input type="text" value="MM/DD/YYYY"/>  *
Exit Reason	<input type="text"/>
Grade Level	<input type="text"/>
Program	<input type="text" value="ALTPHS-Alternative Pgm - High School"/> *

[Submit](#)

**Legend**

Icons \* - Required Field |  - Date Entry

# Add the Exit Date



# Truancy Reporting

- All incidents of Truancy should be coded by June 22, 2020.
- Code all interventions that are completed at this point.
- Include any other documentation on the incident that was completed:
  - Letter to Parent
  - Call to Parent

# Chronic Absenteeism Updates

## Chronic Absenteeism (CA) Data

- Run reports on the district's last day of school.
- Double-check the CA No Show Report in ADT.
- No attendance should be entered after March 13, 2020. All students are marked present.
- All data must be updated by June 22, 2020.

# 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.

# Dropout Reminders

- Please keep documentation for all students who transfer during this timeframe.
- Keep records for all homeschooling transfers.
- SC Dropout Report 2018-19 will be available in June in a new webpage format.
- Dropout Policies and Procedures document 2019-20 will be available at the end of May 2020.
- GED Completers list and Adult Education Diploma list will be available in June in ADT. (October 2019-May 2020)

# Contact Information

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## Reminders

- Submit SCDE Support request to <https://eservices.ed.sc.gov>
- Data Collection Schedule can be found at <https://ed.sc.gov/data/information-systems/power-school-administration/data-collection-information/>
- Submit early and often until the collection due date



## **PowerSchool Changes**

- Modify the report parameter page for the following reports, to allow district level users to run for multiple schools without selecting schools one by one
  - SC41
  - SC46
  - SC47



## **PowerSchool Changes**

New codes for the 2020-21 School Year

- Behavior Codes
  - 154 Truant Previous School/District
- Behavior Subcodes for 650 - Intimidation
  - WRT – Written
  - VRB – Verbal
- Action Codes
  - BTA – Behavior Threat Assessment
  - RPC – Restorative Practice Conference
- Action Subcodes for ATP – Alternative Placement
  - HMP – Homebased Placement
  - ODP – Out of District Placement



## **PowerSchool Changes**

New codes for the 2020-21 School Year

- Action Subcode for WPI – Withdrawal Prior to Intervention
  - WPS – Withdrawal Pending in School Suspension
- Remove the Lice (SC-LCE) attendance code
  - Add the Nurse (SC-NURS) attendance code





Please email questions to Tameka LeGrant  
at [tlegrant@ed.sc.gov](mailto:tlegrant@ed.sc.gov)