POWERSCHOOL INCIDENT MANAGEMENT 151 TRUANT CODING

SCHOOL YEAR 2022-23

RHSD District Attendance Office 803.981.1077
Sally W. Wilson, M.Ed.

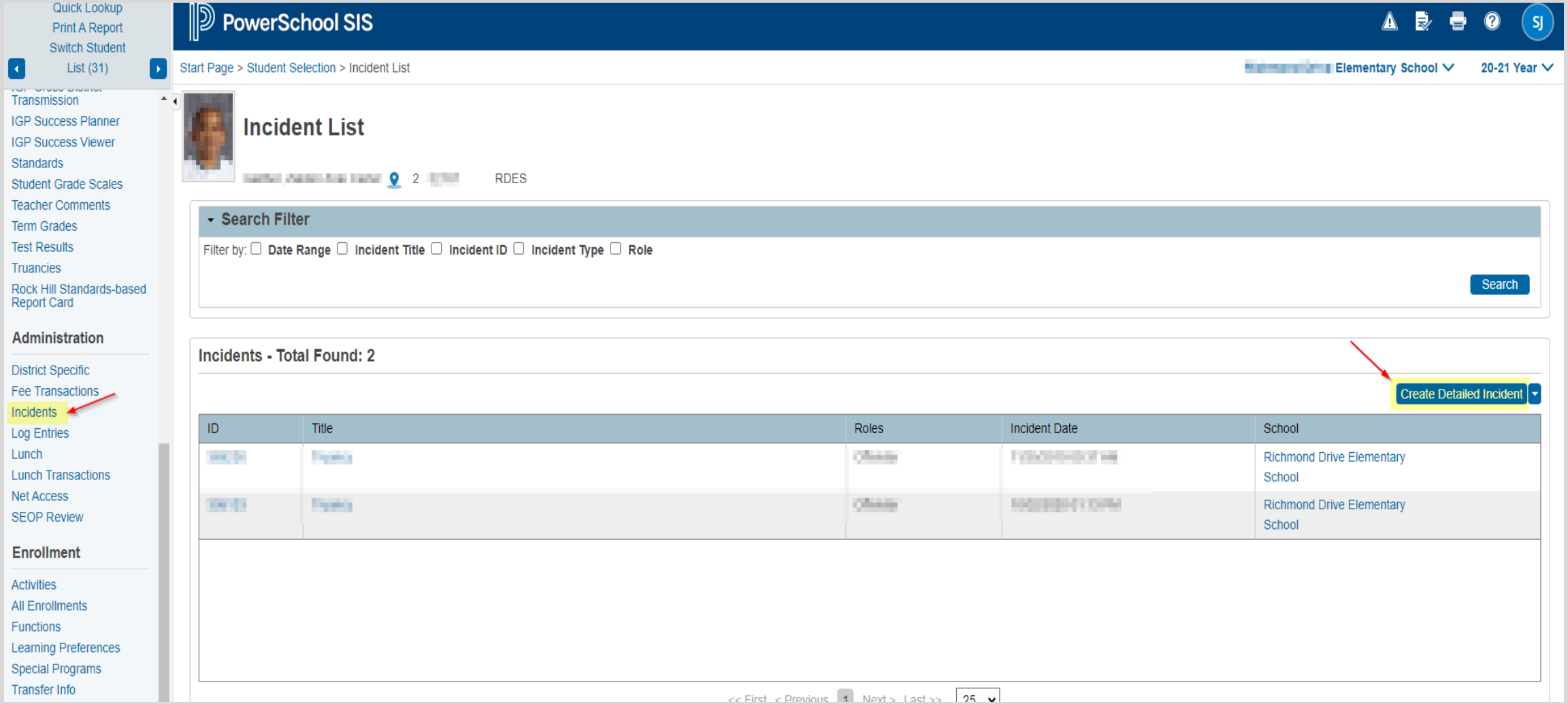
UNDERSTANDING DISCIPLINE DATA FOR TRUANCY

- All truancy data must be entered by schools in Incident Management System.
- Truant data from Incident Management is used to compile the state and federal reports.
- It is critical that all data be entered be reviewed and verified for accuracy.
- If data is not entered correctly there will be errors on the school discipline reports when extracted by the SCDE and for federal reporting.
- The school will only enter the 151 Truant Code. The 152 and 153 Truant Code is entered by the District Attendance Office.

- ✓ Please follow guided directions and all verbiage highlighted in yellow.
- ✓ Please enter as directed to help avoid errors that would need to be corrected by the school.
- ✓ Use the SC-41 Truant report to determine your students to enter truant discipline data.

PowerSchool: Incident Management 151 Truant Coding

Select: Student; Incidents; Create Detailed Incident



Incident Details

[redacted] 2 [redacted] RDES

Incident Description

Incident Type → Truancy^

Incident Date → 10/06/2020 Time: 12:39 PM

Time Frame → During School Hours^ | DCL-During Class^

Time Frame Comment

512 characters left

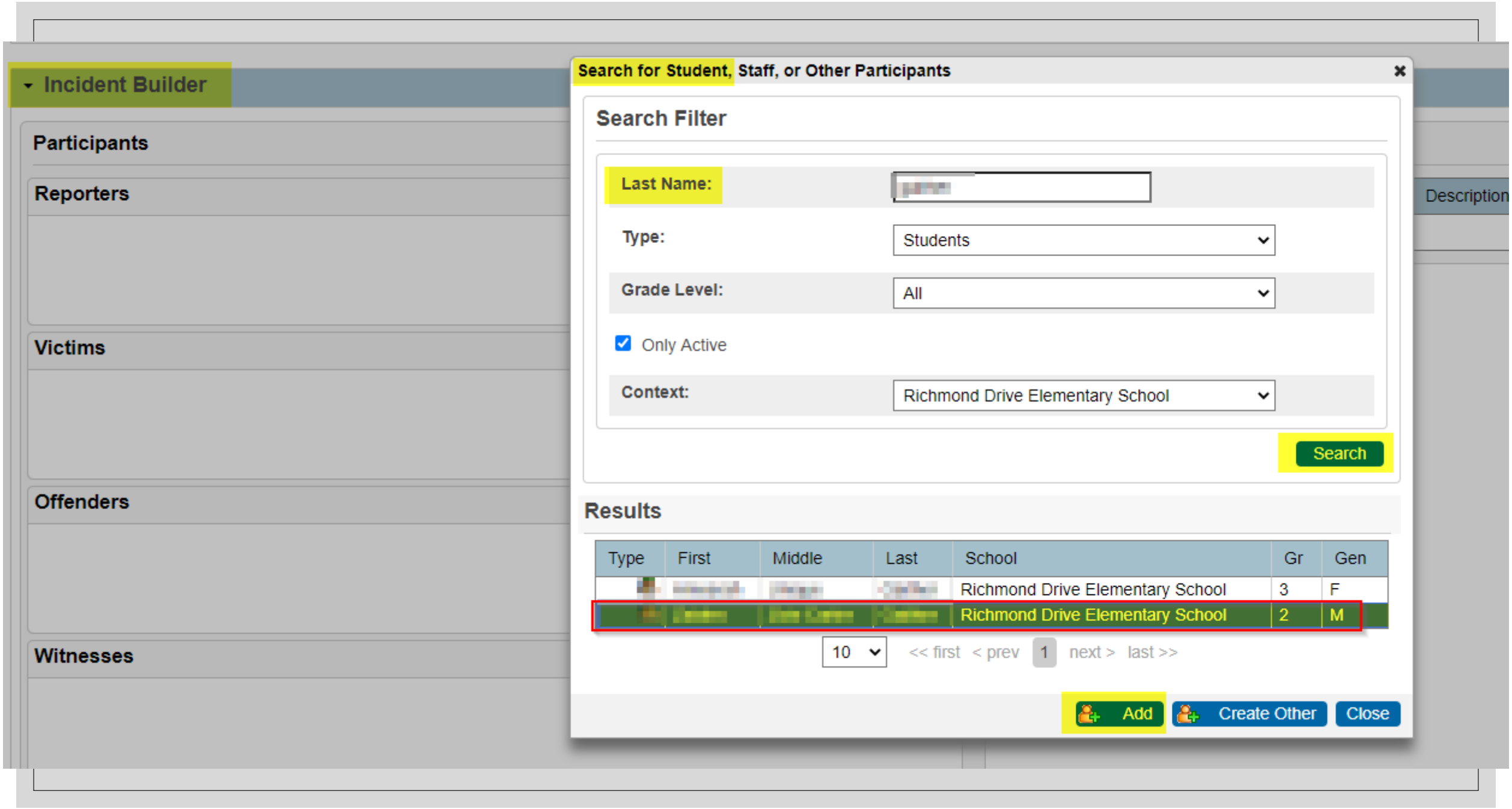
Title → Truant

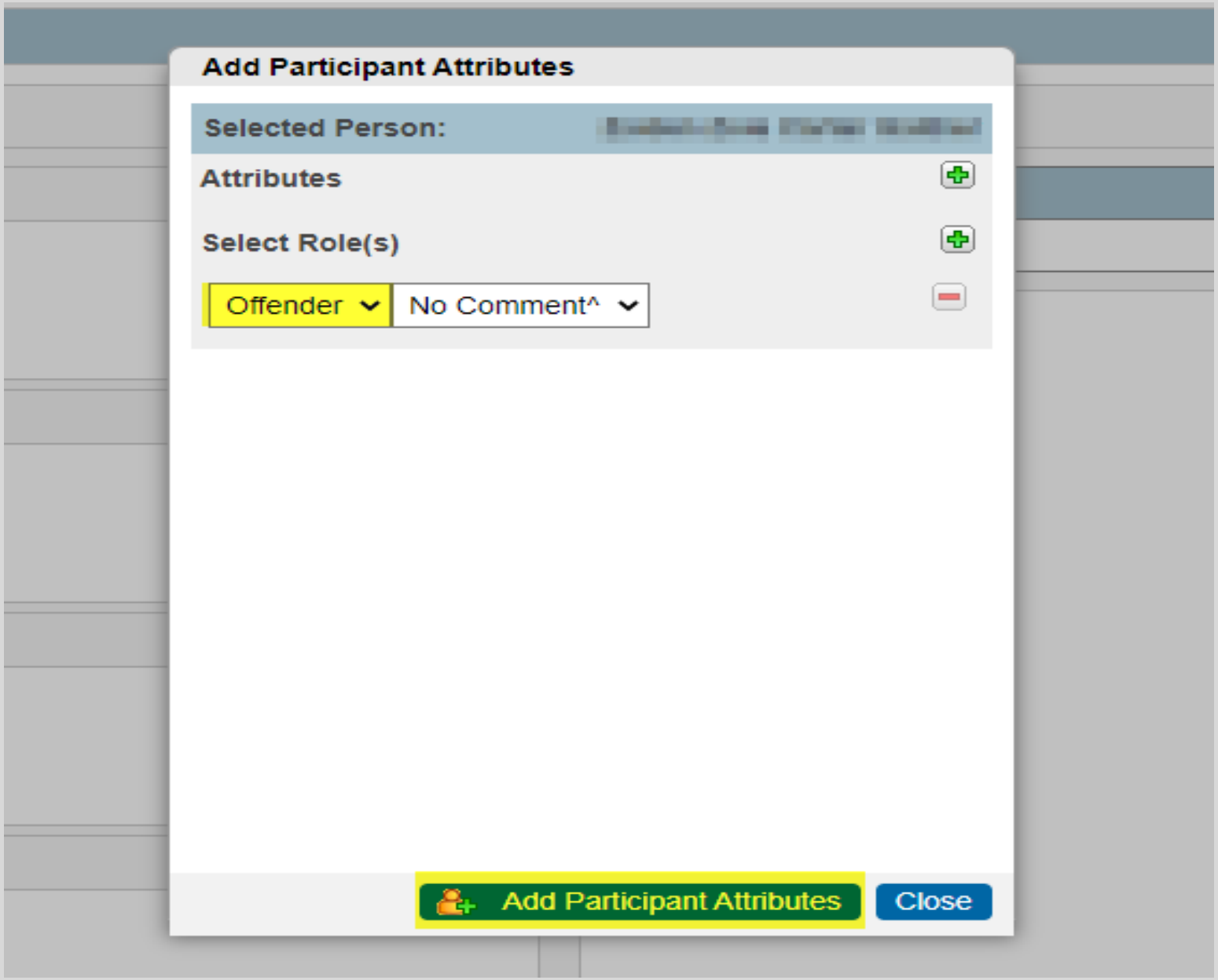
Description → Student has 3 consecutive unexcused absences OR 5 or more unexcused full day absences.

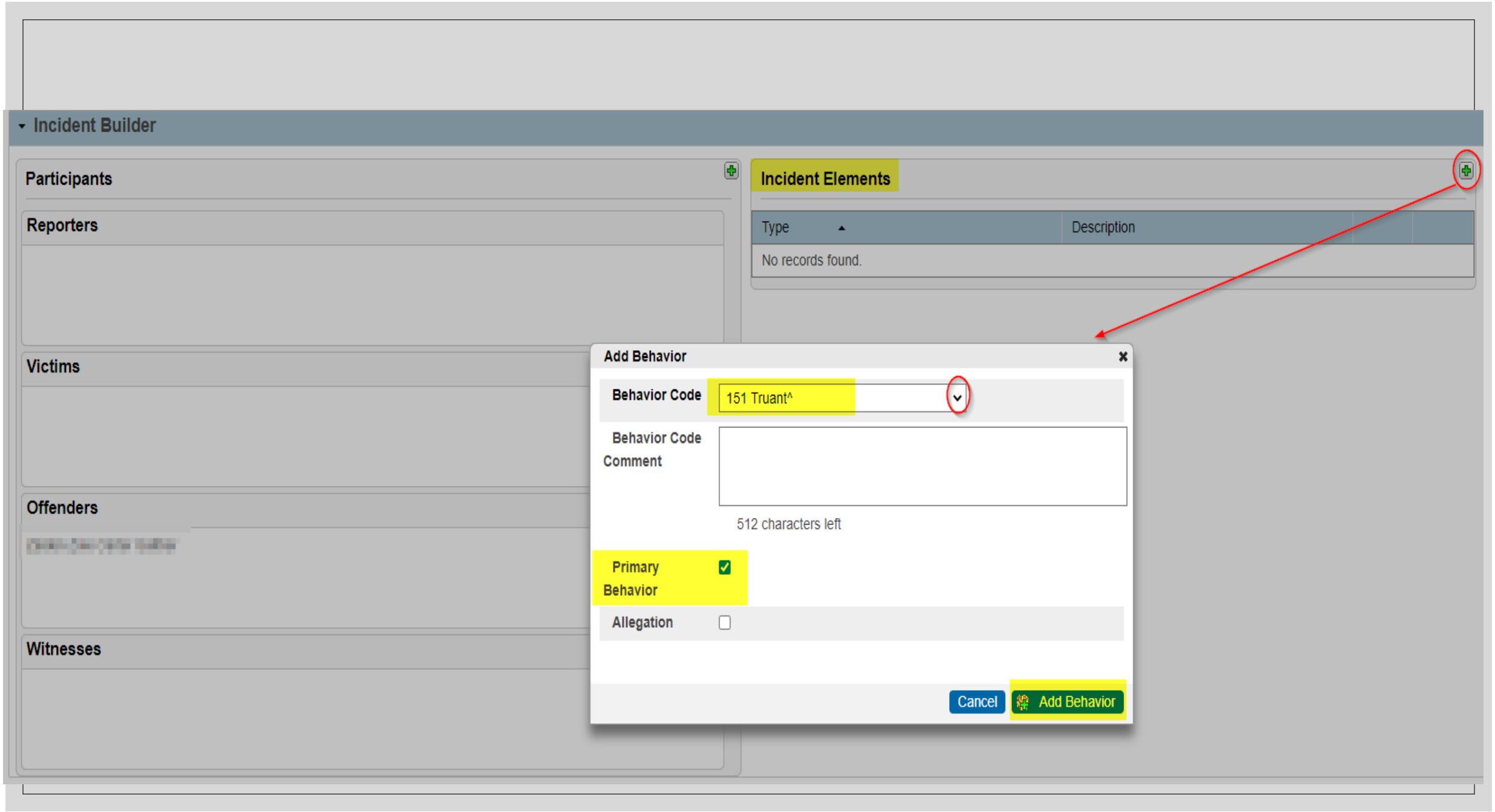
Location → Classroom^

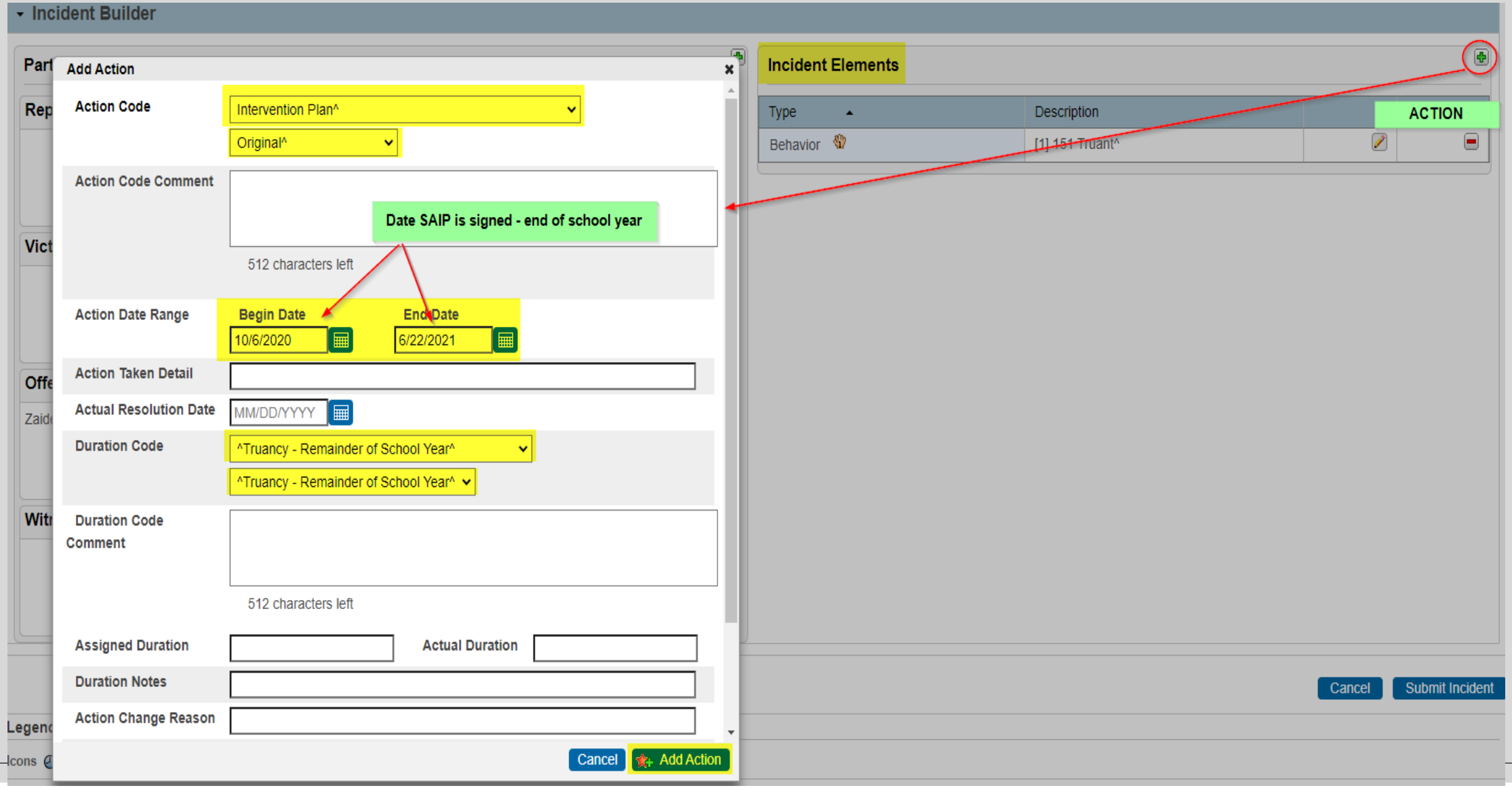
Location Comment

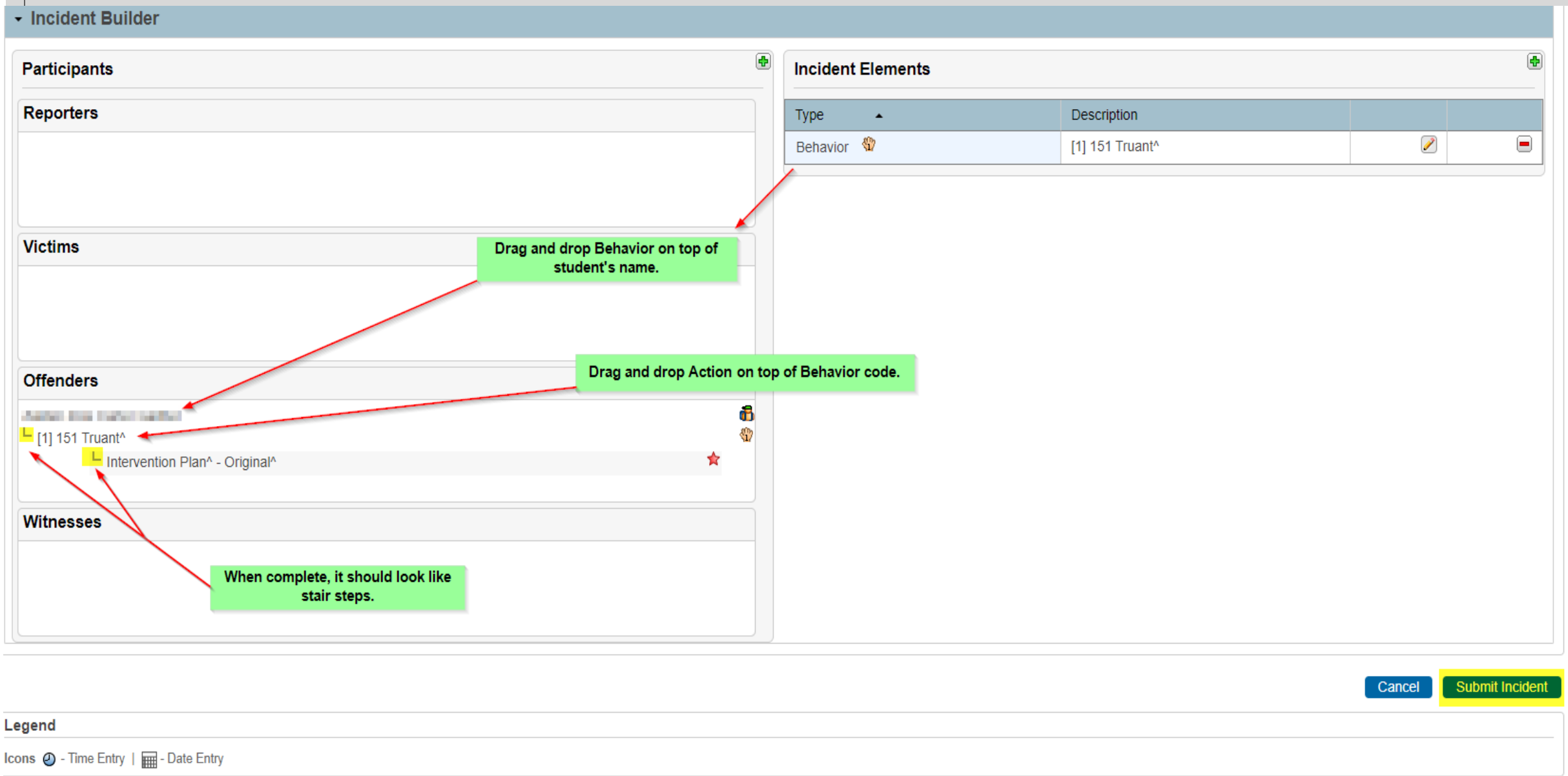
512 characters left


Incident Builder
Participants
Reporters
Victims
Offenders
Witnesses
Description
Search for Student, Staff, or Other Participants
Search Filter
Last Name:
Type:
Students
Grade Level:
All
Only Active
Context:
Richmond Drive Elementary School
Search
Results
Type
First
Middle
Last
School
Gr
Gen
Richmond Drive Elementary School
3
F
Richmond Drive Elementary School
2
M
10
<< first
< prev
1
next >
last >>
Add
Create Other
Close


Add Participant Attributes
Selected Person:
Attributes
Select Role(s)
Offender
No Comment^
Add Participant Attributes
Close


Incident Builder
Participants
Reporters
Victims
Offenders
Witnesses
Incident Elements
Type
Description
No records found.
Add Behavior
Behavior Code
151 Truant^
Behavior Code Comment
512 characters left
Primary Behavior
Allegation
Cancel
Add Behavior


Incident Builder
Add Action
Action Code
Intervention Plan^
Original^
Action Code Comment
Date SAIP is signed - end of school year
512 characters left
Action Date Range
Begin Date
End Date
10/6/2020
6/22/2021
Action Taken Detail
Actual Resolution Date
MM/DD/YYYY
Duration Code
^Truancy - Remainder of School Year^
^Truancy - Remainder of School Year^
Duration Code Comment
512 characters left
Assigned Duration
Actual Duration
Duration Notes
Action Change Reason
Cancel
Add Action
Incident Elements
Type
Description
Behavior
[1] 151 Truant^
ACTION
Cancel
Submit Incident


Incident Builder
Participants
Reporters
Victims
Offenders
[1] 151 Truant^
Intervention Plan^ - Original^
Witnesses
Incident Elements
Type
Description
Behavior
[1] 151 Truant^
Drag and drop Behavior on top of student's name.
Drag and drop Action on top of Behavior code.
When complete, it should look like stair steps.
Cancel
Submit Incident
Legend
Icons - Time Entry | - Date Entry