Coding a Truancy Incident in Incident Management

Instructions for Truancy Coding

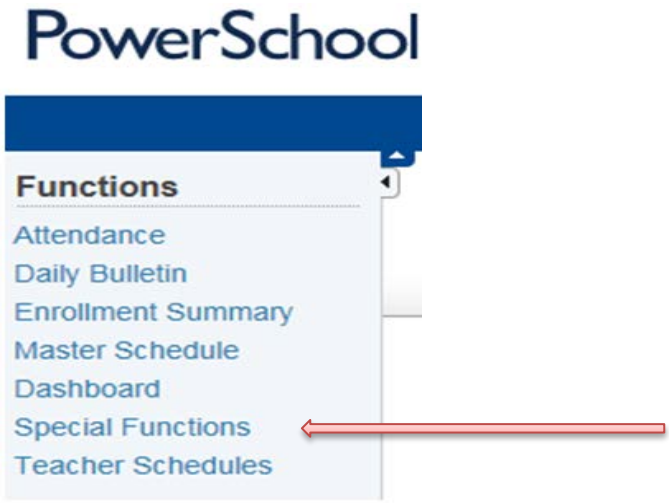
- Truancy should be coded as an incident for the individual student. (not a group)
- Truancy must reflect the following definitions;
    - A “truant” is a child, ages 6 to 17 years, who meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences (151-Truant)
    - A “habitual truant” is a child, ages 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. (152 -Habitual Truant)
    - A “chronic truant” is a child, ages 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. (153-Chronic Truant)

- 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 which the intervention plan is in place
- Time Frame — During School Hours
- During School Hours — DCL During Class
- Title — Truancy
- Location — Classroom
- Offender — Name of student who is truant
- Behavior — (151 Truant, 152 Habitual Truant, 153 Chronic Truant)
- Action code — (TRU1-Intervention Plan, TRU2-Family Court Referral, TRU3-Violation of Court Order ALT — Referred to Alternative School Program, Referral)

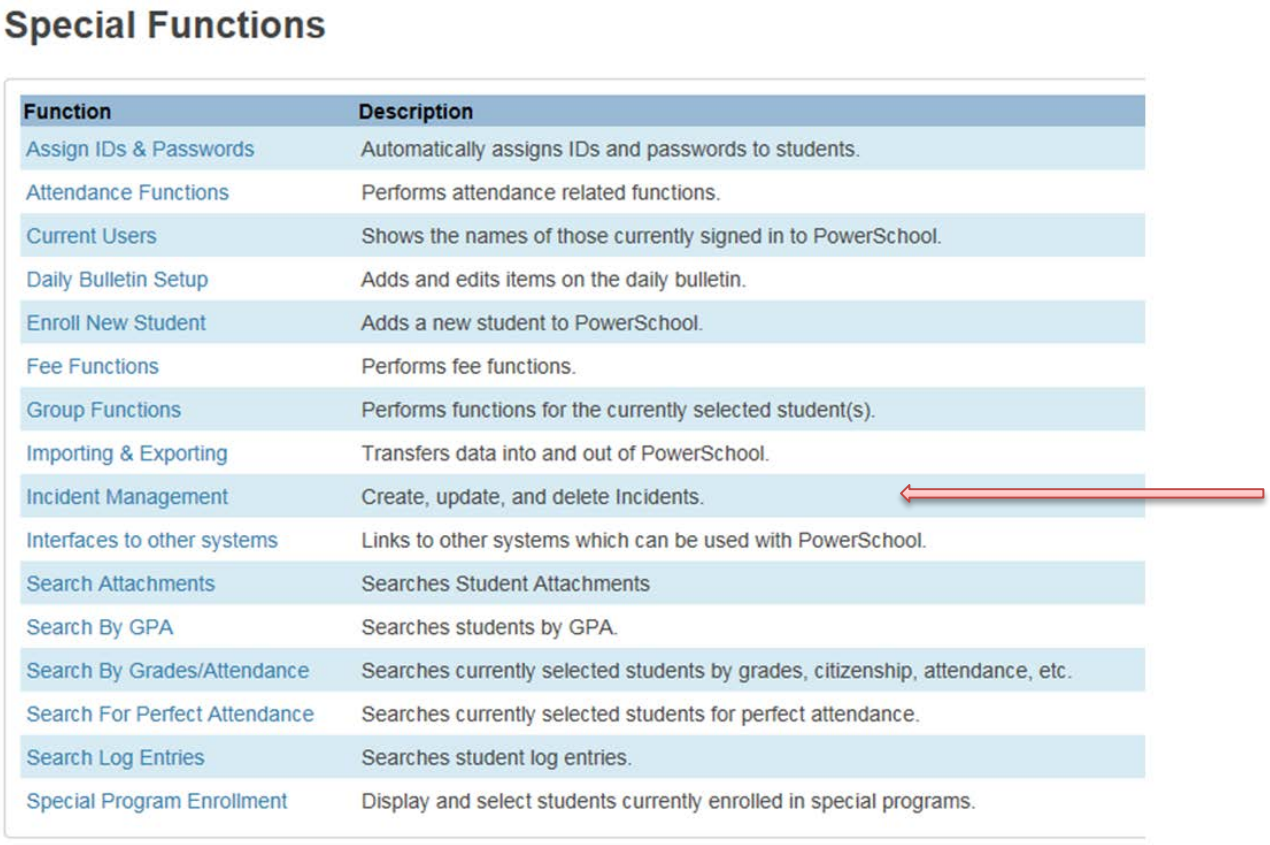
Please note this incident was coded using the Chrome Browser.

Creating an Truancy Incident

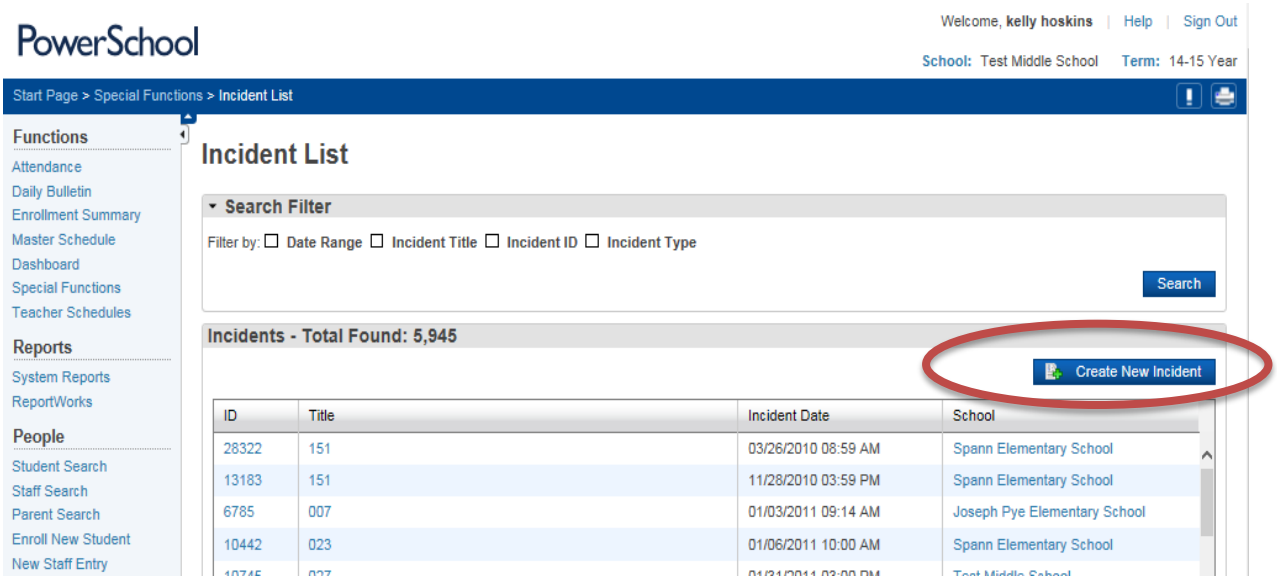
To access Incident Management from a school or district level, select Special Functions located on the left hand side of the Start page.



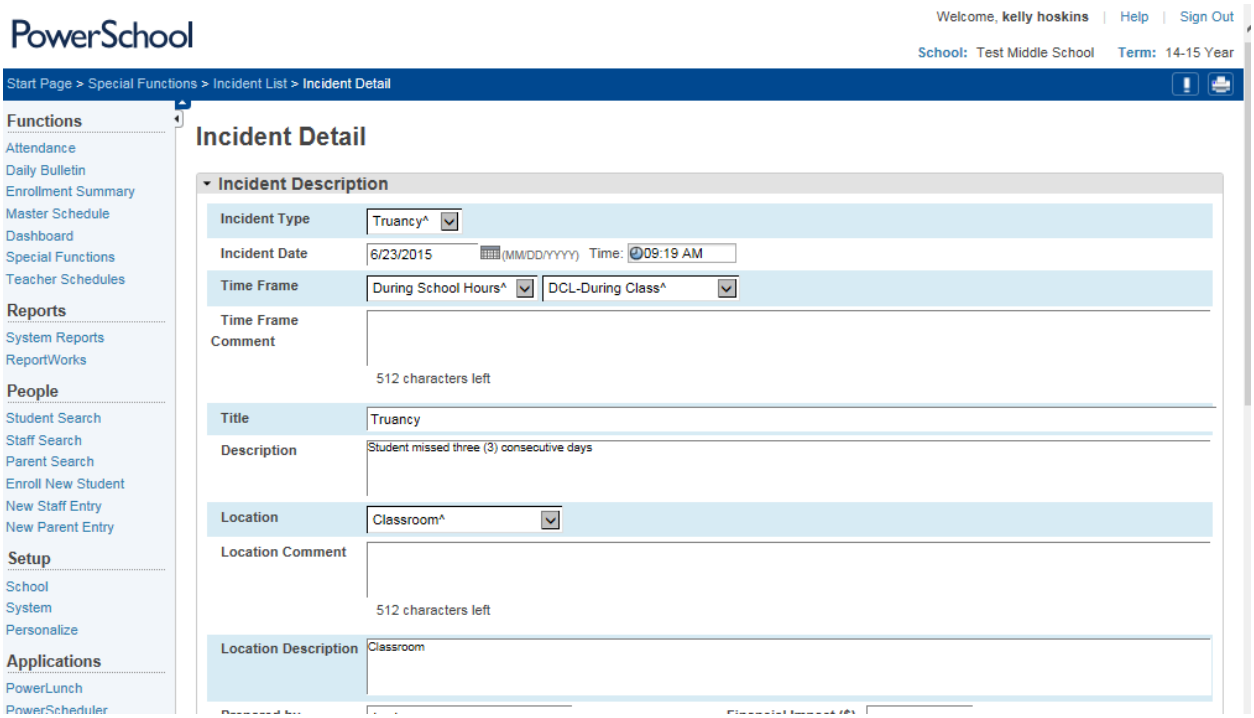
On the Special Function screen, select Incident Management for the main section of the page.



The incident List page is the home page of Incident Management. To create a Truancy incident, click the *Create New Incident* button located on the right side of the Incident List page.

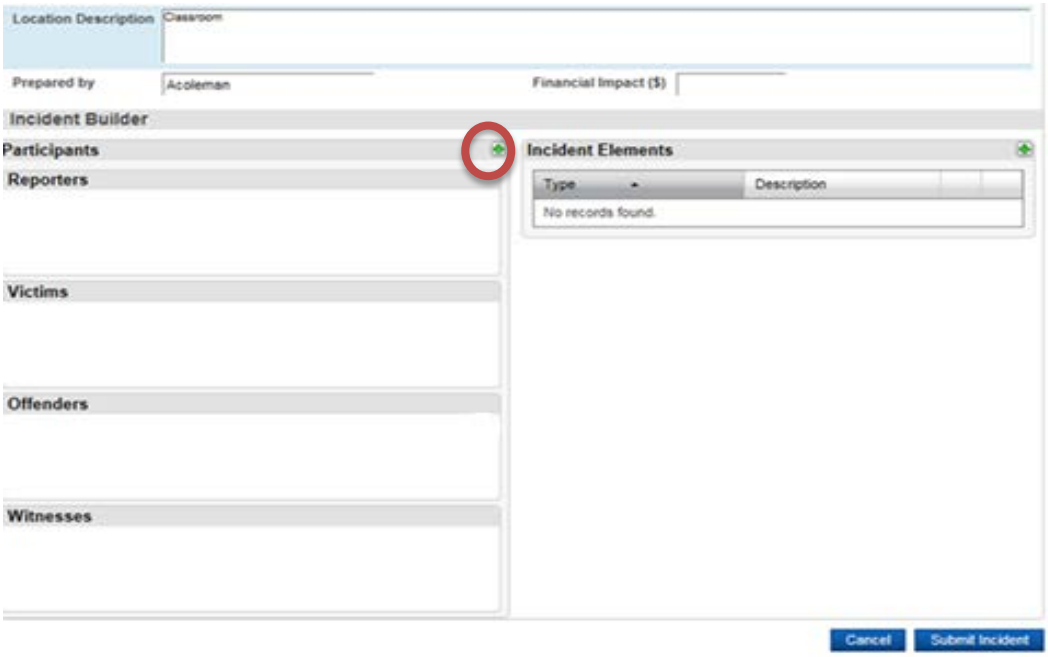


Select Truancy as the incident type. Add the time frame, add Title, and add Location.

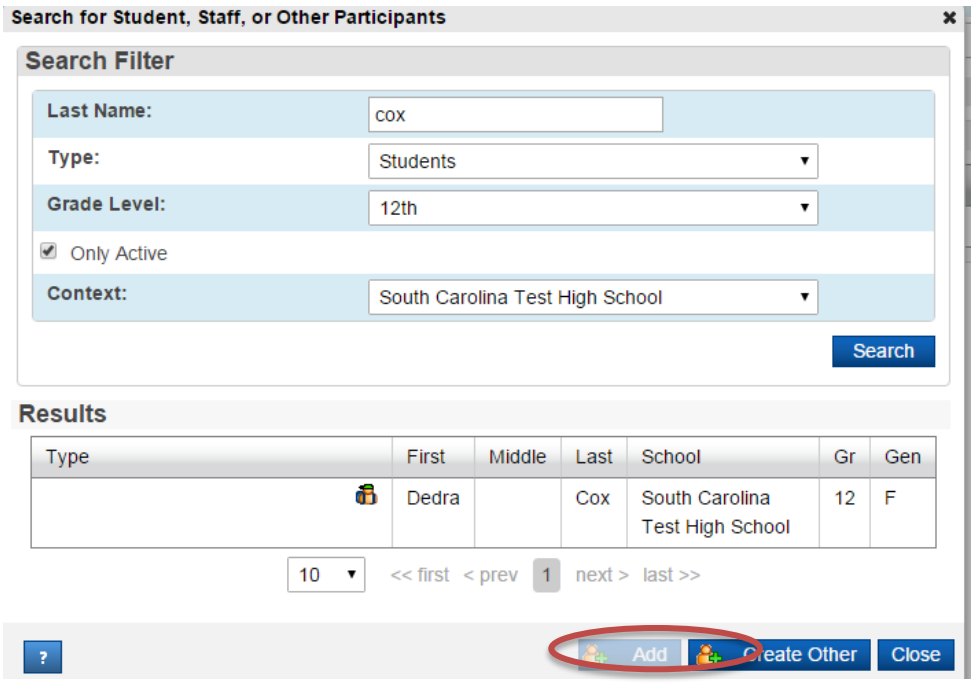


Adding Participant

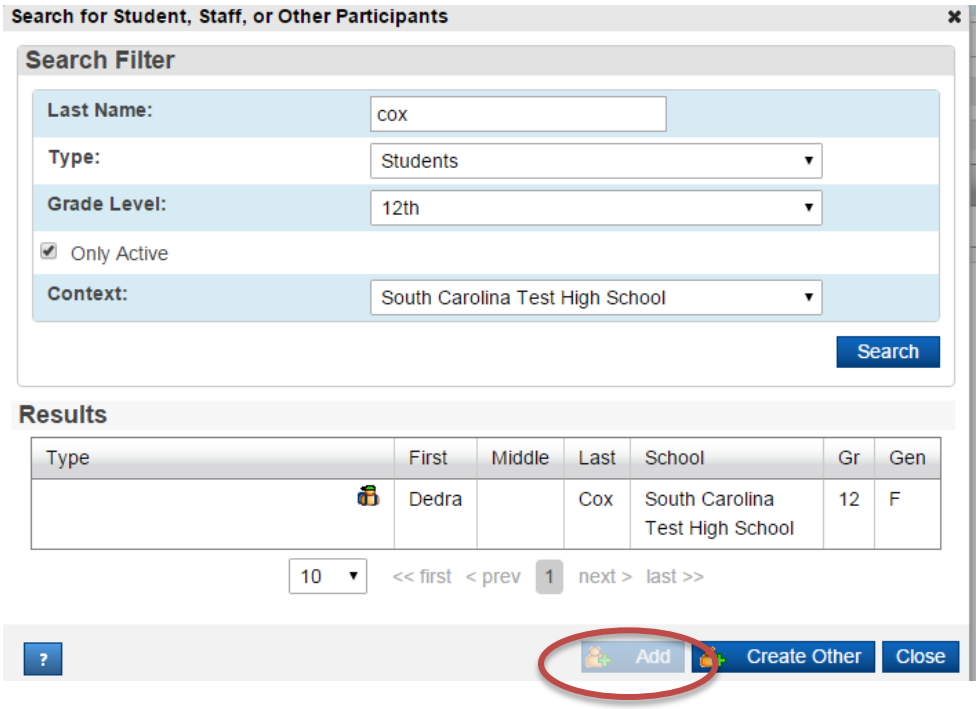
To add a participant to an incident, start by clicking the green plus located at the top right of the Participants section.



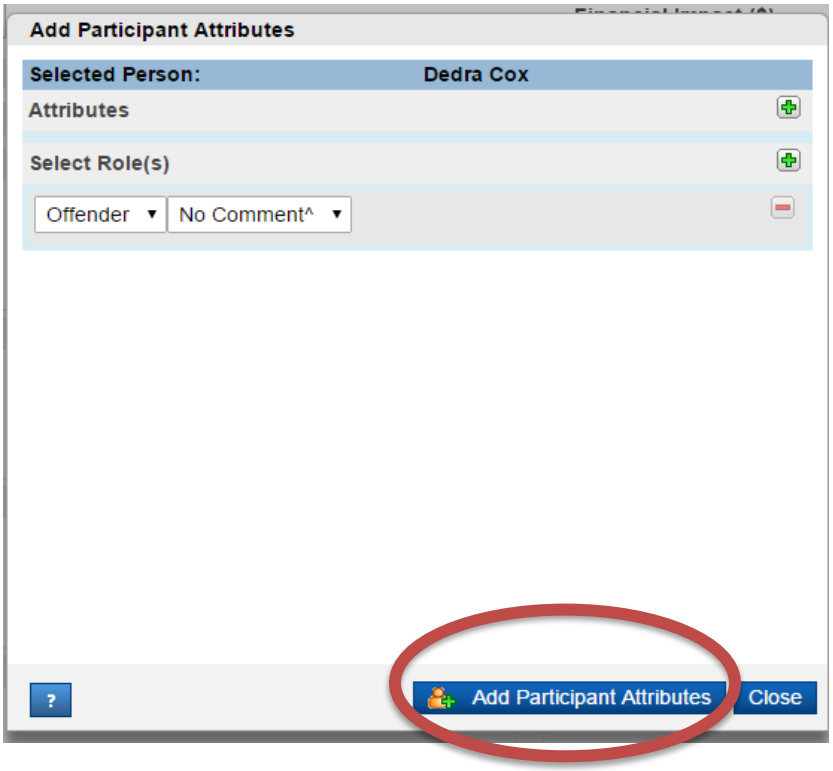
After you click the green plus, a Search for Student window will open. You may search by Last Name, Type, and Grade Level. Enter criteria and click Search.



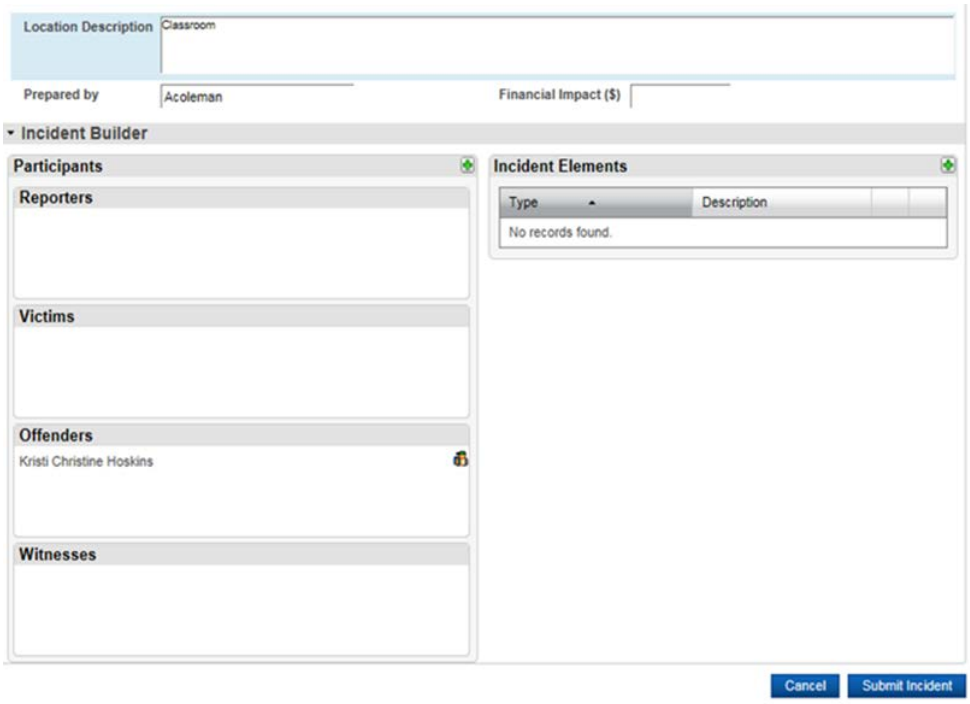
After you have found the correct participant, highlight his or her name in the Search Results box and click the Add button.



You must select the Role of attribute. Then Click Add Participant Attributes.



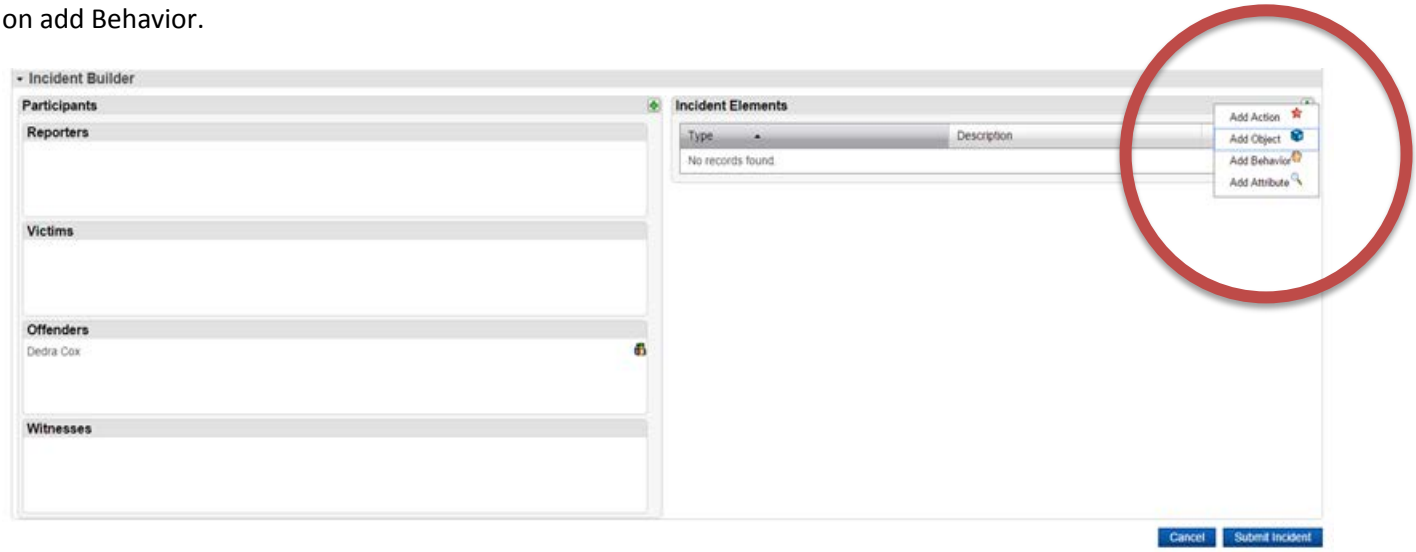
The participant should show up in the Offenders Box on the Incident Screen.



Adding Incident Elements

Three components of incidents may be added and edited in the Incident Elements section: 1) Behavior Codes, 2) Action Codes, and 3) Object Codes.

Click on the green plus sign on the right to see a dropdown containing these three elements. Then click on add Behavior.



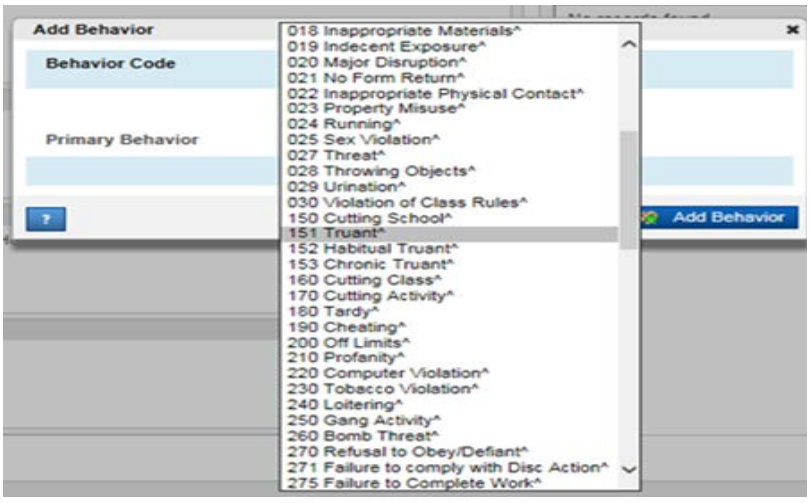
All elements including behavior and objects must be associated with the participant (student) in the incident.

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

The following pages provide more details.

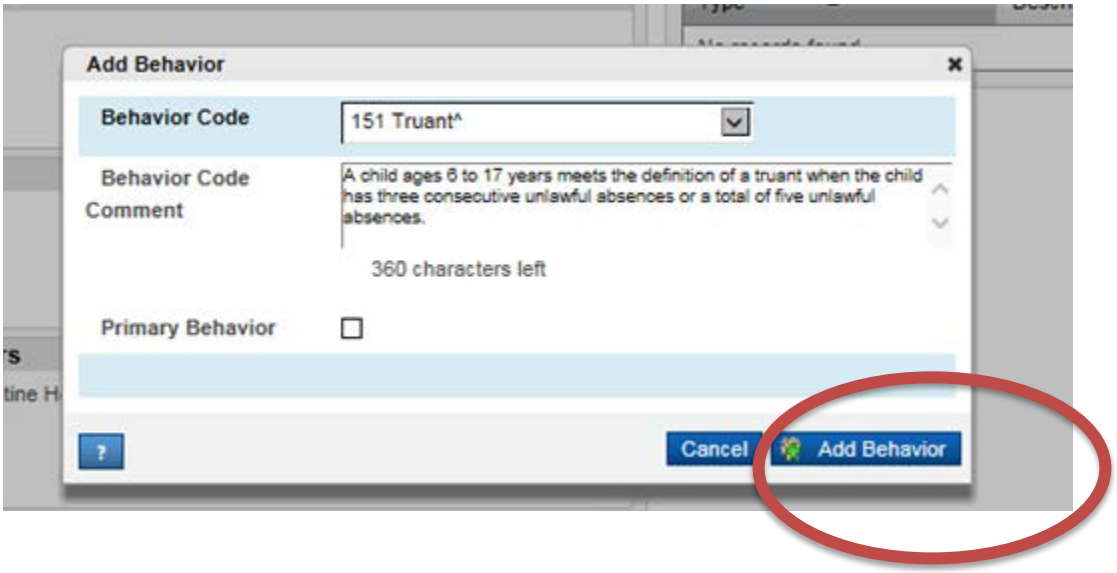
Please make sure you click Submit Incident

Select 151 Truant behavior from the dropdown menu.

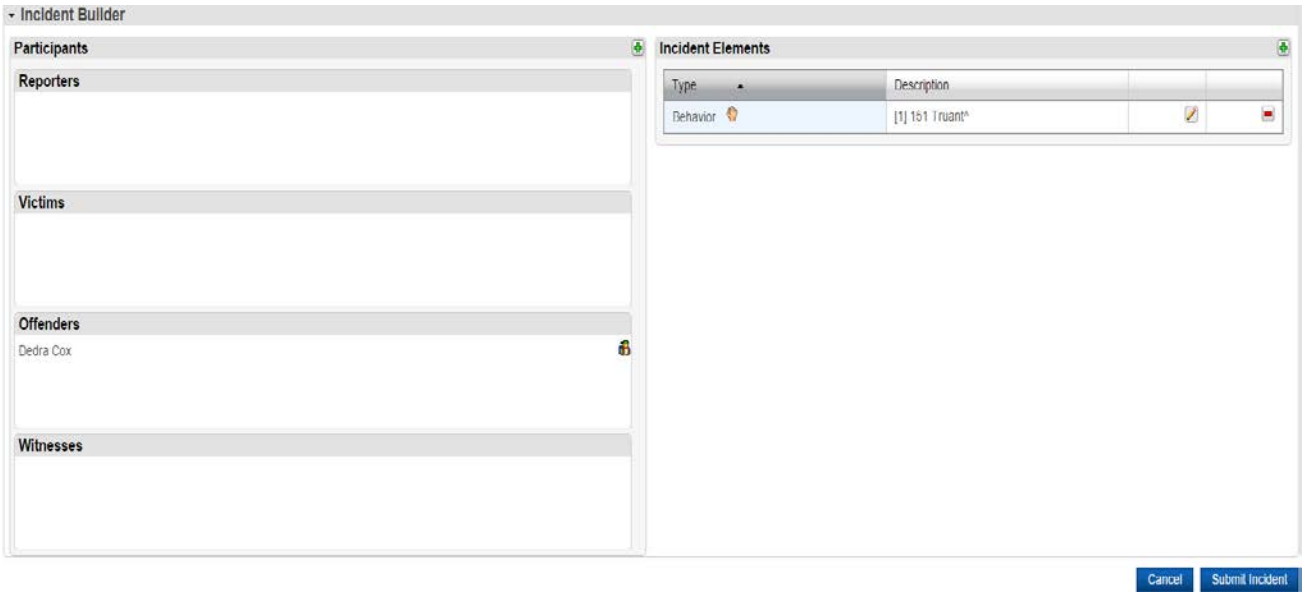


Adding Behavior Code Comment

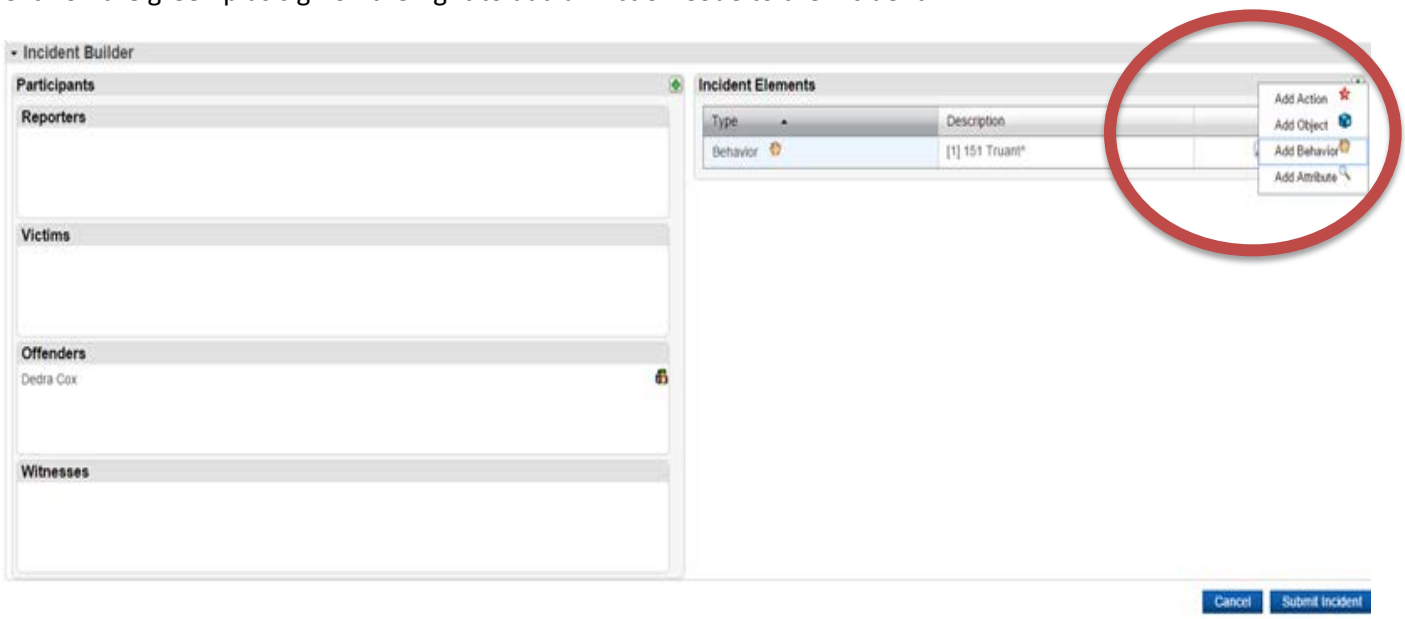
Click Add Behavior



View of Behavior added to Incident Elements.

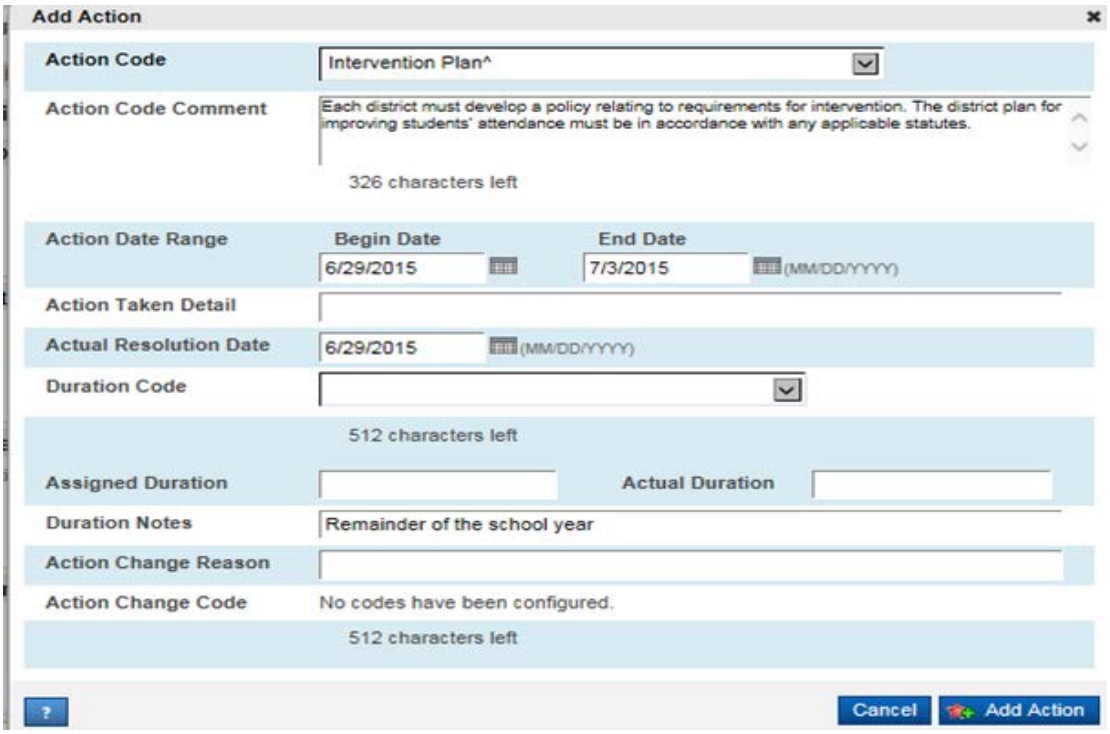


Click on the green plus sign on the right to add an Action Code to the incident.

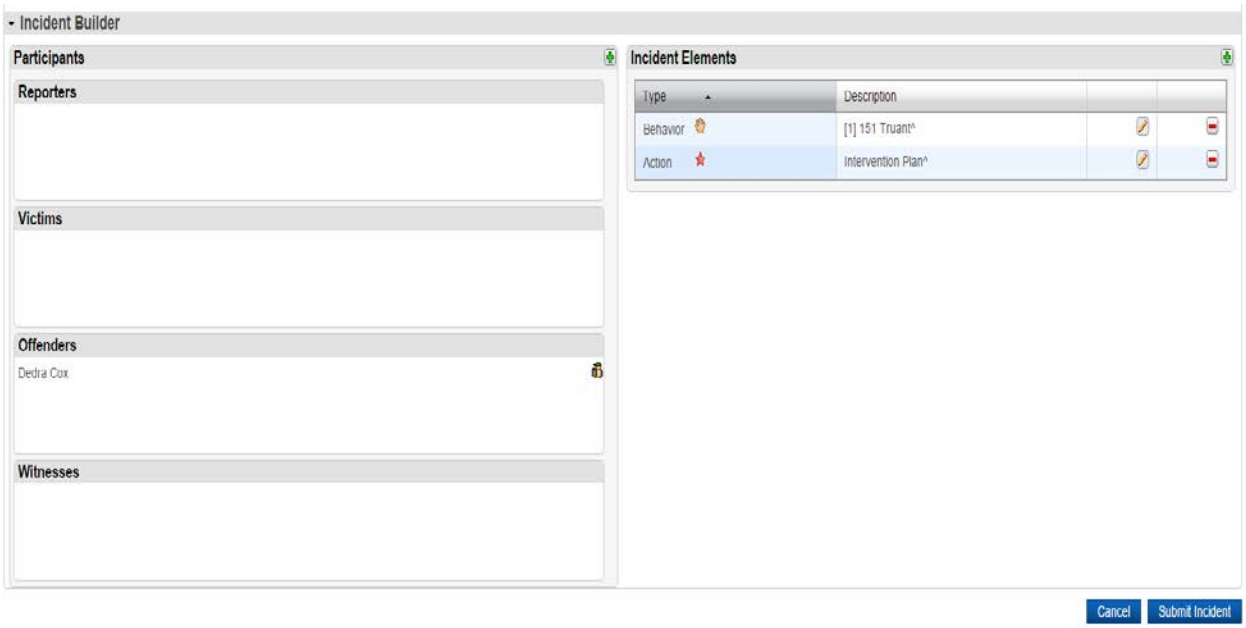


Each truancy entry must have an Action Code, Action Date Range, and Duration Code.

Select the Action Code Intervention Plan.



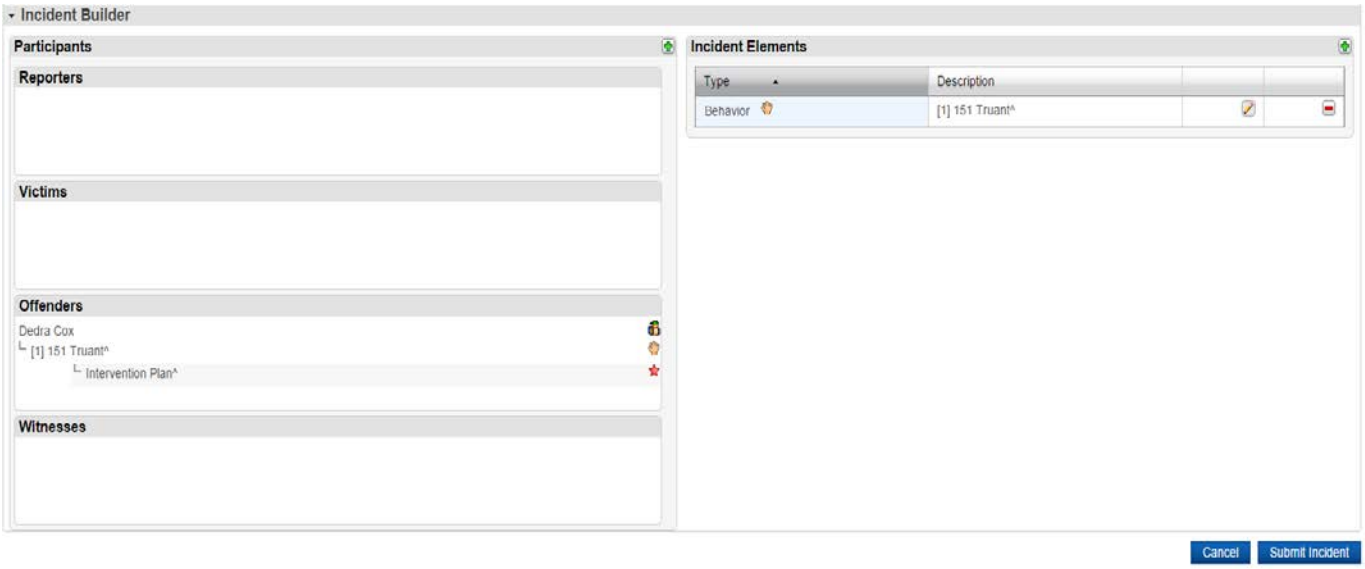
View of Intervention Plan Added to Incident Elements.



After a Behavior has been assigned to an incident, drag and drop the behavior and action on top of the offender's name to report that behavior for that individual. The behavior and action appears under the name of the offender and also remains listed under Incident Elements. (Please note that the behavior must be dragged and dropped on the parcticipant name and the action must be dragged and dropped on the behavior). The screen shot below is the correct coding for incidents.

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

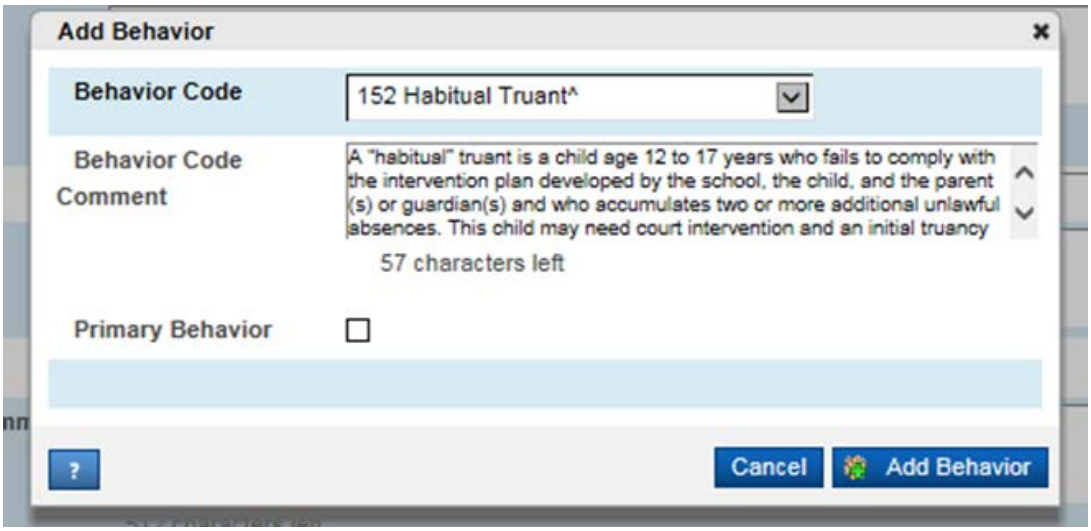
All incidents must be coded this way to ensure that the behaviors line up properly in the South Carolina Incident Query.



If the student continues to be truant and reaches the level of Habitual Truant, please review the additional steps below:

(Note: All Truancy incidents should be coded on one incident)

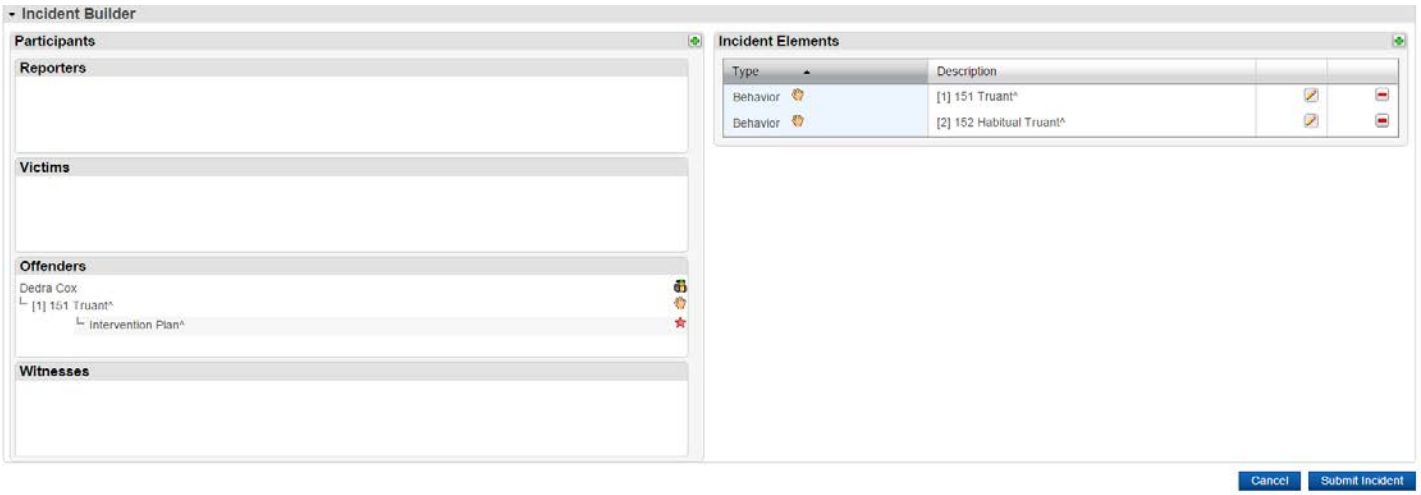
Select the green plus sign located in the Incident Elements to add the 152 Habitual Truant behavior to the current incident. Click on Add Behavior.



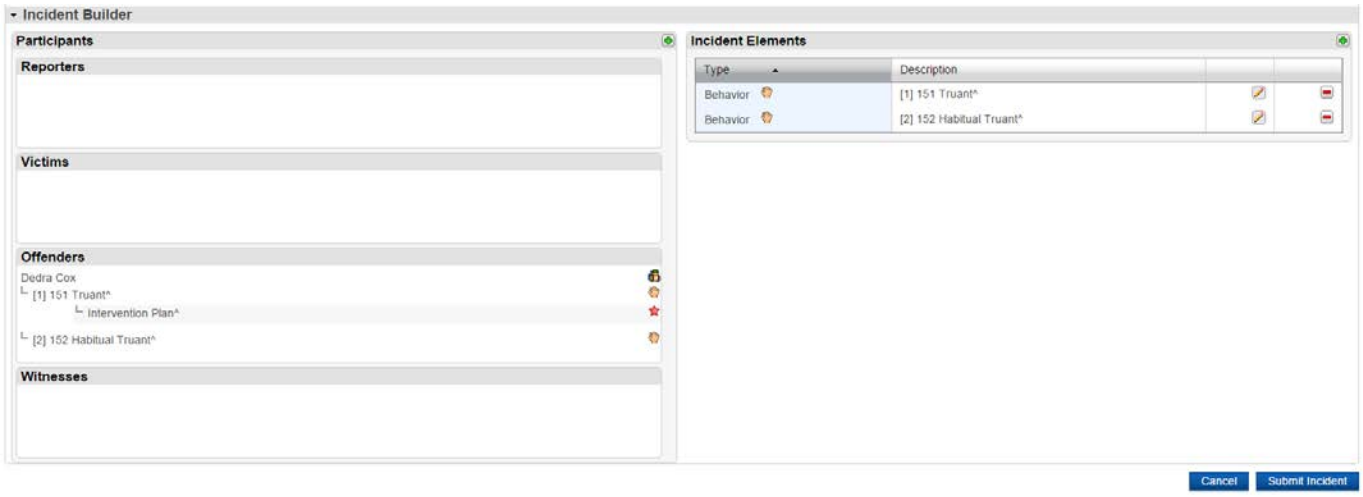
Incident with Habitual Truant added to the Incident Elements.

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)



View of Incident when 152 Habitual Truant is added.



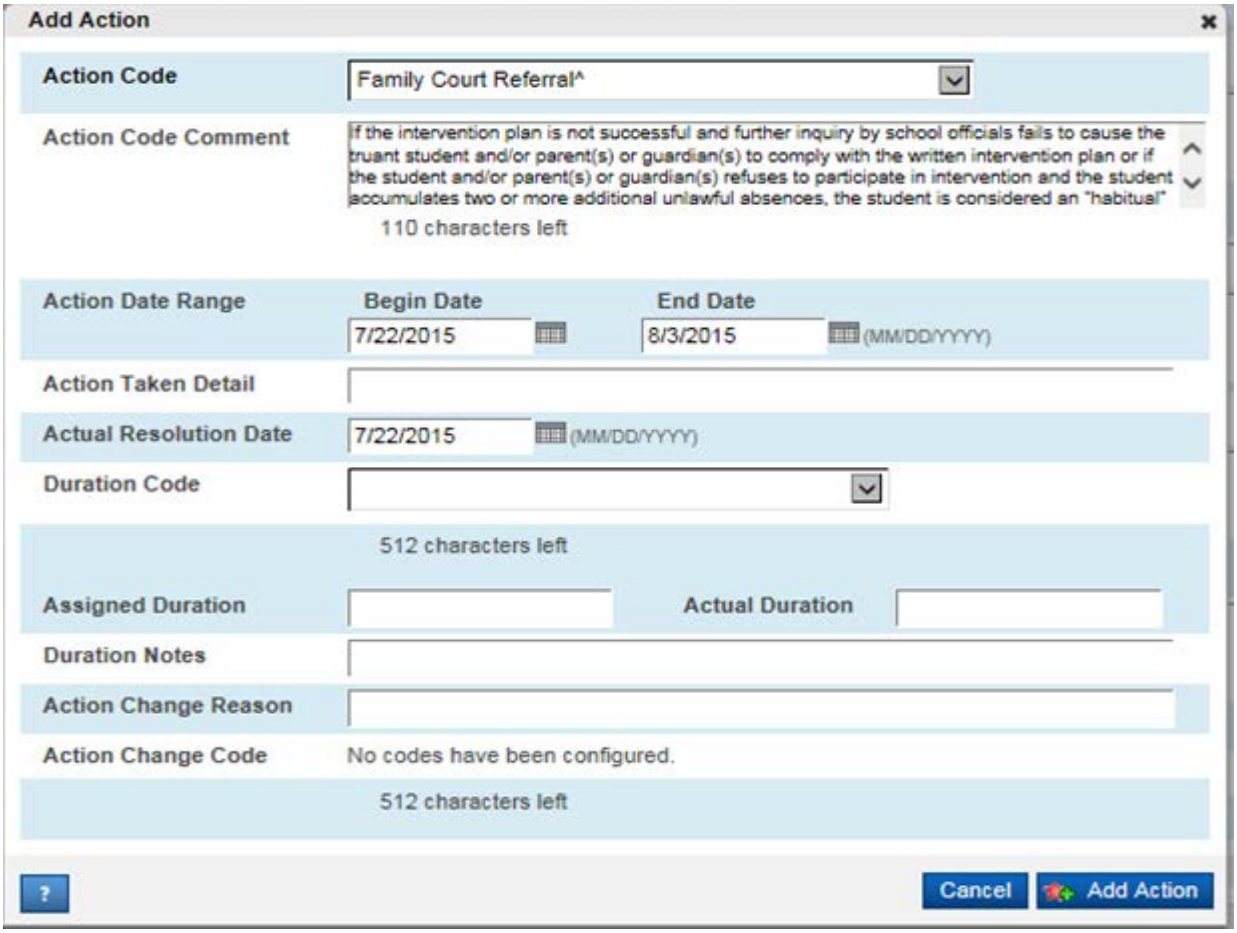
Click on the green plus sign on the right to add another Action Code to the incident.

When coding the 152 Habitual Truant Code, districts can select additional options: i.e. Referred to Alternative School Program, Referral, or Family Court Referral.

Reminder: **No student under the age of 12 should be coded as Habitual Truant.**

Family Court Referral is selected in the incident below:

Click Add Action

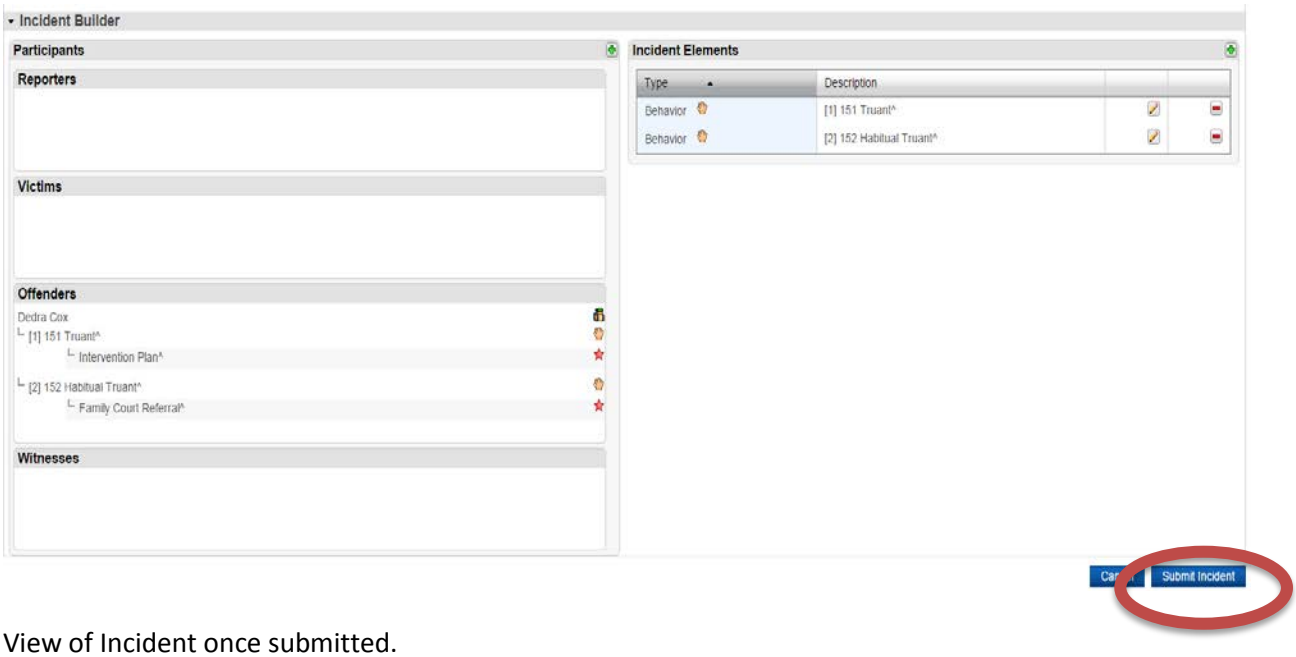


View of Incident with Habitual Truant and Family Court Referral added to the participant.

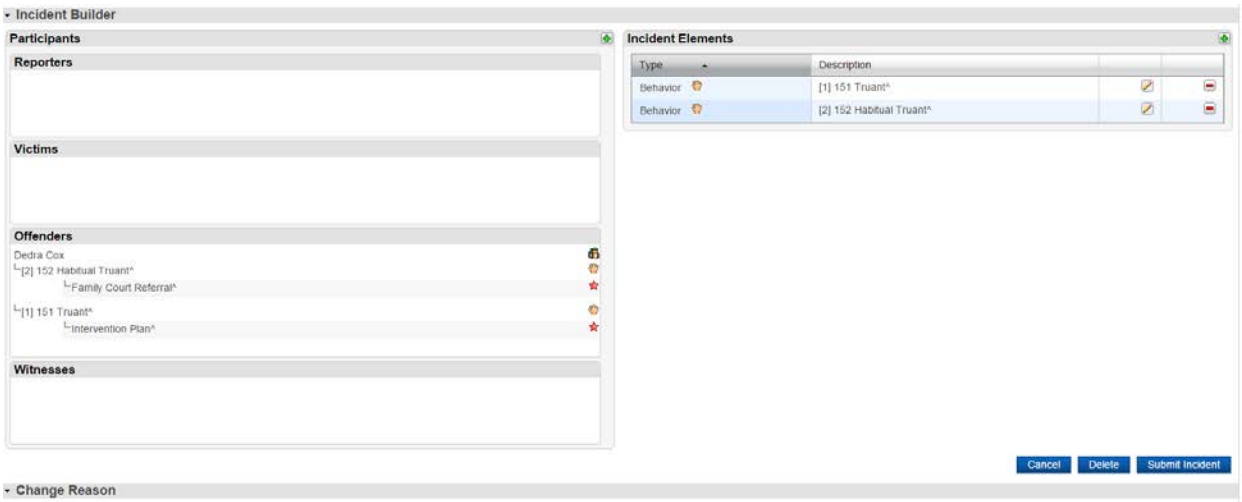
Reminder: Behavior Code must be dragged and dropped on the top of the participant's name. The Action Code must be dragged and dropped on the top of the behavior.

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~~n~~ and dropped on the behavior.



View of Incident once submitted.

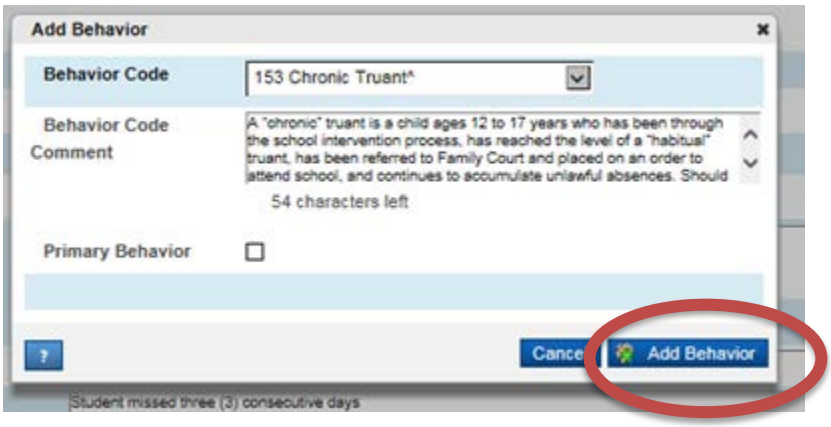


Click on the green plus sign on the right to add another Action Code to the incident.

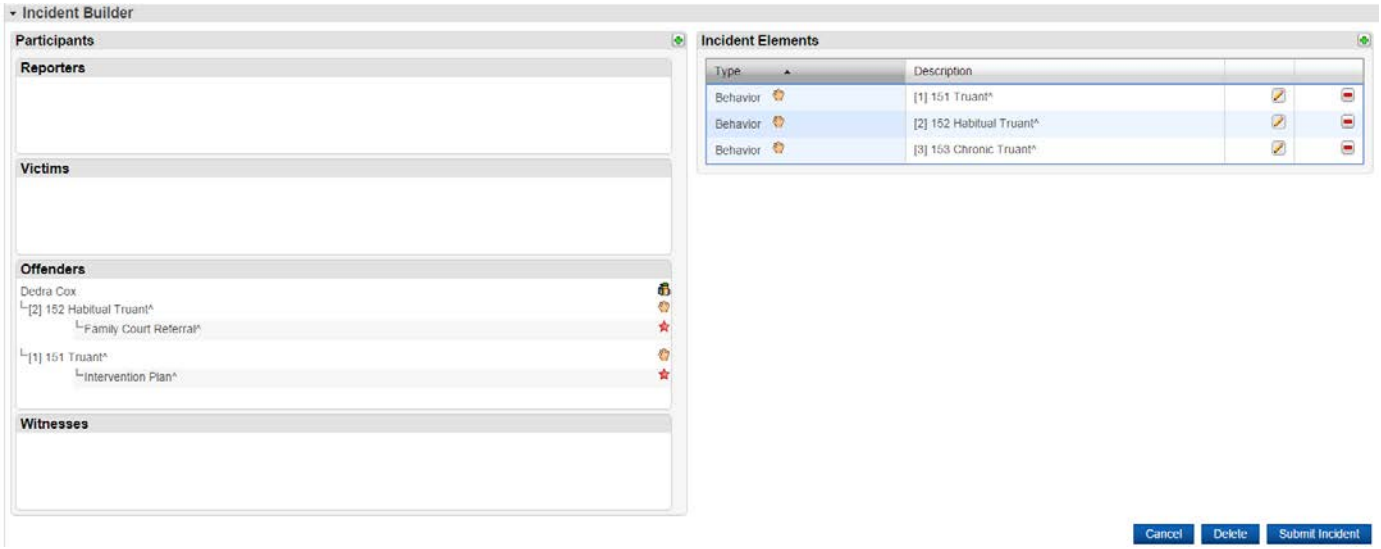
If the student continues to be truant and violates the court order, follow the steps below to add Chronic Truant Behavior Code.

Select 153 Chronic Truant Code to Add the Behavior to the incident above.

Click Add Action



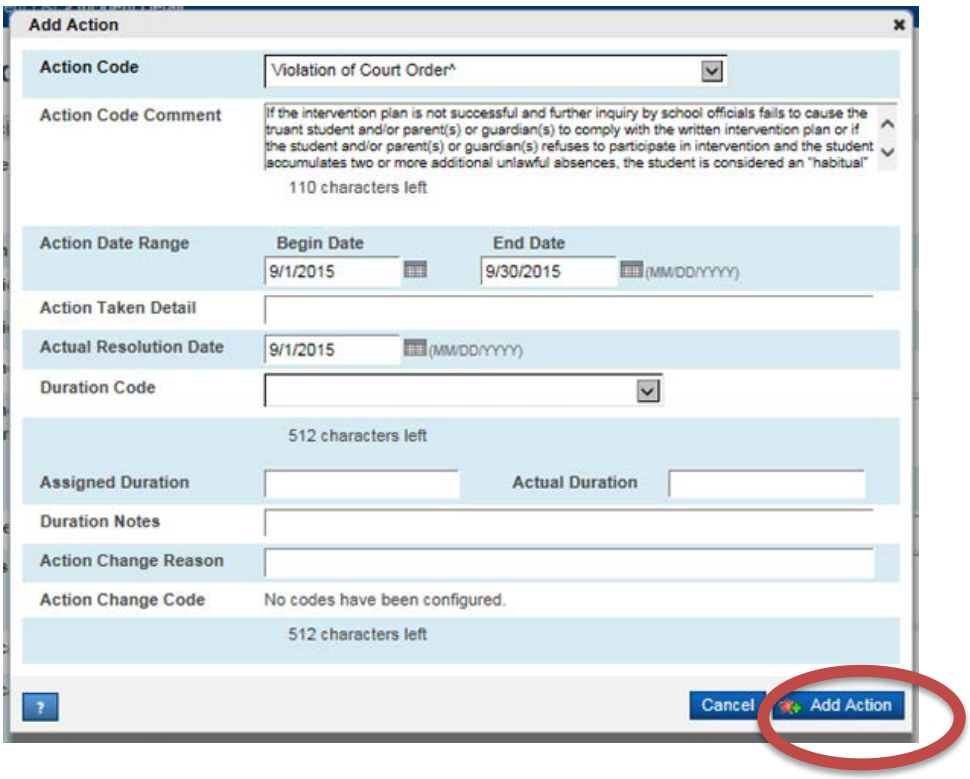
View of Incident with the Chronic Truant Code Added



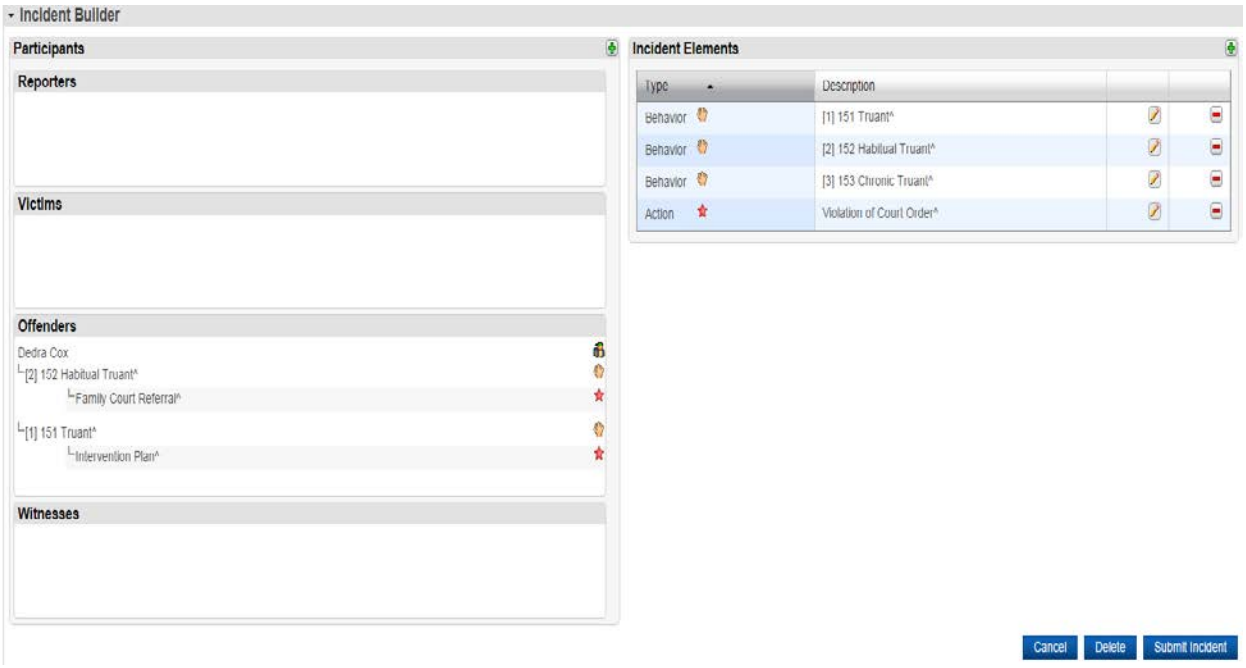
Click on the green plus sign on the right to add another Action Code to the incident.

Select the Violation of Court Order from the drop down menu.

Click Add Action

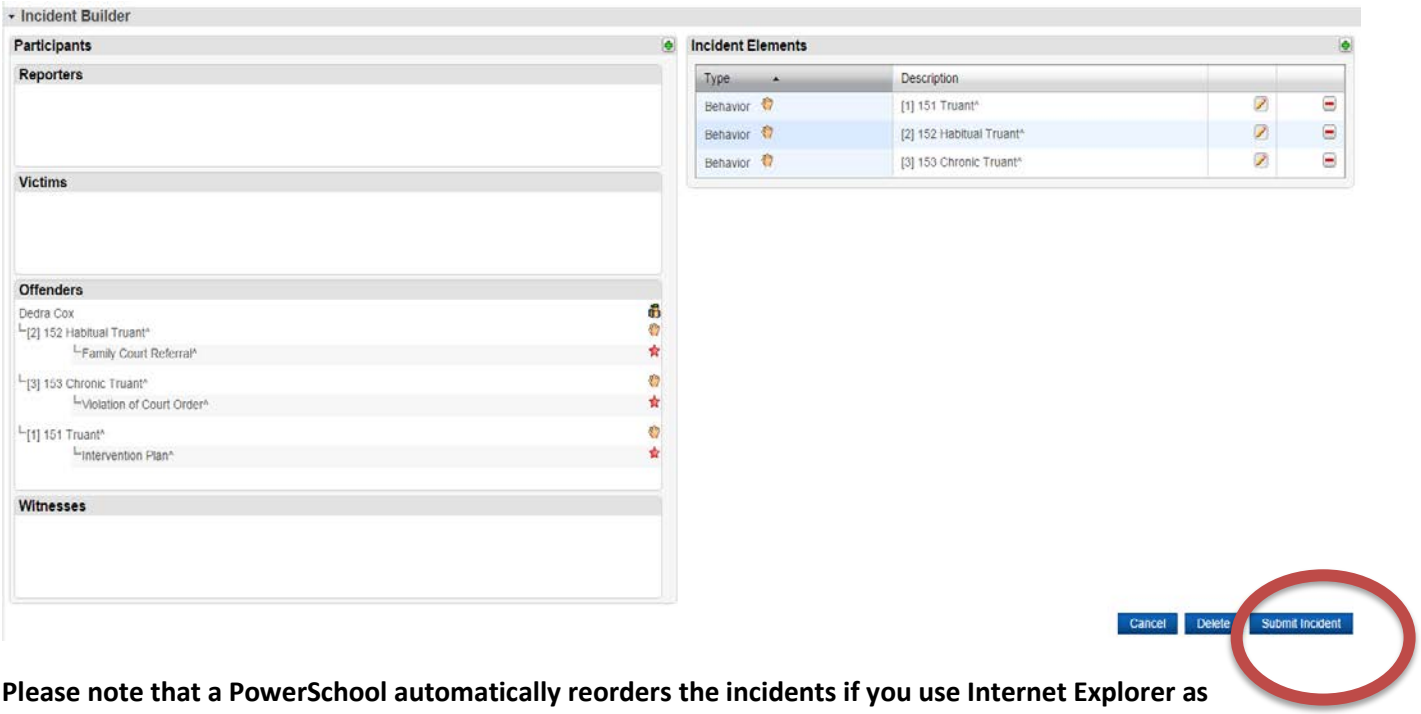


View of Incident with 153 Chronic Truant and Violation of Court Order Added.



View of Incident with all Three Actions of Truancy Coded.

Make sure you click Submit Incident button to save or update incidents.



Please note that a PowerSchool automatically reorders the incidents if you use Internet Explorer as the browser once the incidents are submitted, but the information is coded correctly.

This incident is coded using the Chrome browser.

Incident Management Contacts:

Student Intervention Services
Aveene Coleman, Education Associate, 803-734-3057 or
acoleman@ed.sc.gov

Kim Smith, Education Associate, 803-734-8113 or
kwsmith@ed.sc.gov

Technology Services
LEA IT Support Staff may submit an IT Support Request
https://eservices.ed.sc.gov
Special Education Services
Fred Edora, Education Associate, 803-734-0388 or
fedora@ed.sc.gov