

## Coding a Truancy Incident in Incident Management

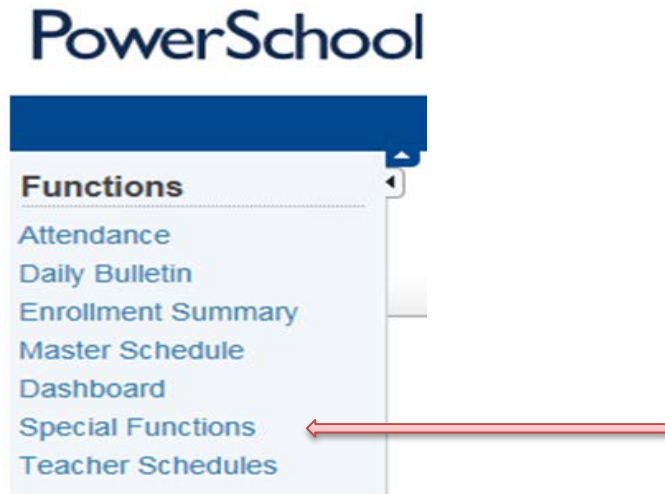
### Instructions for Truancy Coding

- 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.

### Special Functions

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Create, update, and delete Incidents.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Search Attachments	Searches Student Attachments
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Search Log Entries	Searches student log entries.
Special Program Enrollment	Display and select students currently enrolled in special programs.

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.

**PowerSchool** Welcome, kelly hoskins | Help | Sign Out  
School: Test Middle School Term: 14-15 Year

Start Page > Special Functions > Incident List

**Incident List**

Search Filter  
Filter by: ☐ Date Range ☐ Incident Title ☐ Incident ID ☐ Incident Type Search

Incidents - Total Found: 5,945 Create New Incident

ID	Title	Incident Date	School
28322	151	03/26/2010 08:59 AM	Spann Elementary School
13183	151	11/28/2010 03:59 PM	Spann Elementary School
6785	007	01/03/2011 09:14 AM	Joseph Pye Elementary School
10442	023	01/06/2011 10:00 AM	Spann Elementary School
10745	027	01/04/2011 03:00 PM	Test Middle School

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

**PowerSchool** Welcome, kelly hoskins | Help | Sign Out  
School: Test Middle School Term: 14-15 Year

Start Page > Special Functions > Incident List > Incident Detail

**Incident Detail**

Incident Description

Incident Type: Truancy^

Incident Date: 6/23/2015 (MM/DD/YYYY) Time: 09:19 AM

Time Frame: During School Hours^ DCL-During Class^

Time Frame Comment: 512 characters left

Title: Truancy

Description: Student missed three (3) consecutive days

Location: Classroom^

Location Comment: 512 characters left

Location Description: Classroom

### 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.

**Search for Student, Staff, or Other Participants**

**Search Filter**

Last Name:

Type:

Grade Level:

☒ Only Active

Context:

**Search**

**Results**

Type	First	Middle	Last	School	Gr	Gen
	Dedra		Cox	South Carolina Test High School	12	F

10 << first < prev 1 next > last >>

? **Add** **Create Other** **Close**

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

**Search for Student, Staff, or Other Participants**

**Search Filter**

Last Name:

Type:

Grade Level:

☒ Only Active

Context:

**Search**

**Results**

Type	First	Middle	Last	School	Gr	Gen
	Dedra		Cox	South Carolina Test High School	12	F

10 << first < prev 1 next > last >>

**?** **Add** **Create Other** **Close**

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

**Add Participant Attributes**

**Selected Person:** Dedra Cox

**Attributes**

**Select Role(s)**

Offender

**?** **Add Participant Attributes** **Close**

Location Description	Classroom	
Prepared by	Acoleman	Financial Impact (\$)

**Incident Builder**

**Participants**

**Reporters**

**Victims**

**Offenders**

Kristi Christine Hoskins

**Witnesses**

**Incident Elements**

Type	Description
No records found.	

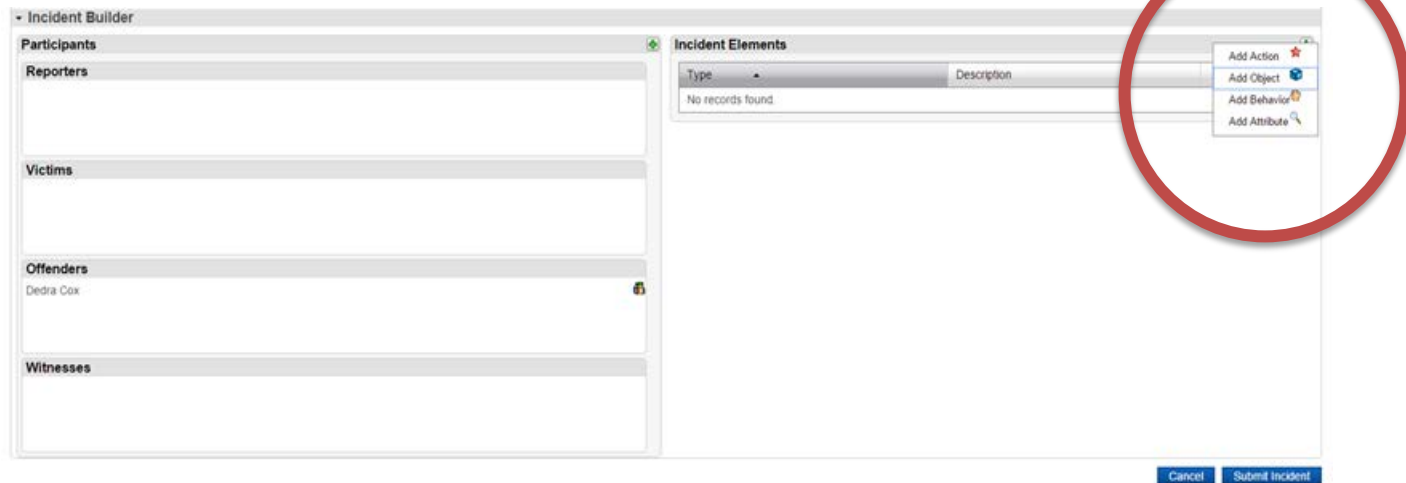
Cancel

Submit Incident

### 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.



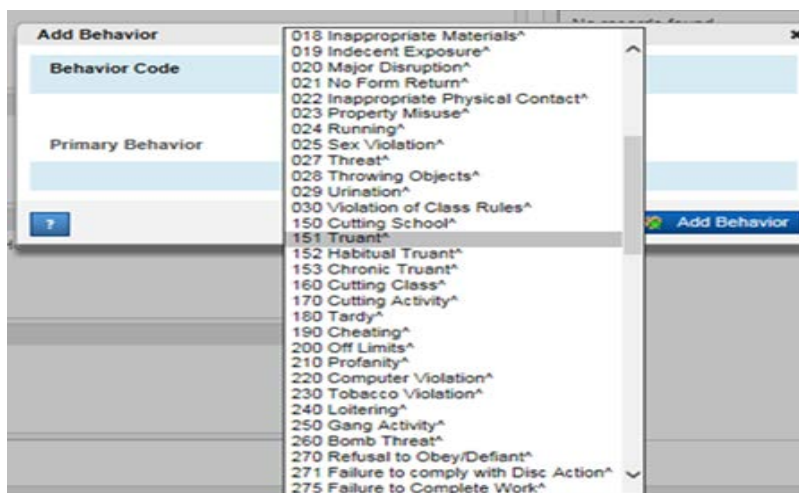
All elements including behavior and objects must be associated with the participant (student) in the incident.

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

**Add Behavior**

Behavior Code: 151 Truant^

Behavior Code Comment: A child ages 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.  
360 characters left

Primary Behavior: ☐

Buttons: ? Cancel Add Behavior



View of Behavior added to Incident Elements.

The screenshot shows the 'Incident Builder' window. On the left, under 'Participants', the 'Offenders' section lists 'Dedra Cox'. On the right, the 'Incident Elements' table contains one row: 'Behavior' with the description '[1] 151 Truant\*'. A green plus sign icon is visible on the right side of the 'Incident Elements' header. At the bottom right, there are 'Cancel' and 'Submit Incident' buttons.

Type	Description
Behavior	[1] 151 Truant*

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

This screenshot is similar to the previous one, but a dropdown menu is open from the green plus sign on the right side of the 'Incident Elements' header. The menu options are: 'Add Action' (with a star icon), 'Add Object' (with a cube icon), 'Add Behavior' (with a person icon), and 'Add Attribute' (with a magnifying glass icon). The 'Incident Elements' table still shows the 'Behavior' row. The 'Cancel' and 'Submit Incident' buttons are at the bottom right.

Type	Description
Behavior	[1] 151 Truant*

- Add Action
- Add Object
- Add Behavior
- Add Attribute

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

Select the Action Code Intervention Plan.

The 'Add Action' form contains the following fields and values:

- Action Code:** Intervention Plan^
- Action Code Comment:** Each district must develop a policy relating to requirements for intervention. The district plan for improving students' attendance must be in accordance with any applicable statutes. (326 characters left)
- Action Date Range:**
  - Begin Date:** 6/29/2015
  - End Date:** 7/3/2015 (MM/DD/YYYY)
- Action Taken Detail:** (Empty text field)
- Actual Resolution Date:** 6/29/2015 (MM/DD/YYYY)
- Duration Code:** (Empty dropdown menu)
- Assigned Duration:** (Empty text field)
- Actual Duration:** (Empty text field)
- Duration Notes:** Remainder of the school year
- Action Change Reason:** (Empty text field)
- Action Change Code:** No codes have been configured. (512 characters left)

Buttons at the bottom: ? (help), Cancel, Add Action

View of Intervention Plan Added to Incident Elements.

The 'Incident Builder' window displays the following sections:

- Participants:**
  - Reporters:** (Empty list)
  - Victims:** (Empty list)
  - Offenders:** Dedra Cox
  - Witnesses:** (Empty list)
- Incident Elements:**

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

Buttons at the bottom: Cancel, Submit Incident

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 participant 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.**

The screenshot displays the 'Incident Builder' window. On the left, under 'Participants', the 'Offenders' section lists 'Dedra Cox' with a dropdown menu showing '[1] 151 Truant' and 'Intervention Plan'. On the right, the 'Incident Elements' table shows a single row with 'Behavior' as the Type and '[1] 151 Truant' as the Description. At the bottom right, there are 'Cancel' and 'Submit Incident' buttons.

Type	Description
Behavior	[1] 151 Truant

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.

**Add Behavior**

Behavior Code: 152 Habitual Truant^

Behavior Code Comment: 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

57 characters left

Primary Behavior: ☐

? Cancel 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)

The screenshot shows the 'Incident Builder' window. On the left, the 'Participants' panel has sections for Reporters, Victims, Offenders, and Witnesses. Under 'Offenders', 'Dedra Cox' is listed with a dropdown menu showing '[1] 151 Truant^' and an 'Intervention Plan^' below it. On the right, the 'Incident Elements' panel contains a table with two rows: 'Behavior' with description '[1] 151 Truant^' and 'Behavior' with description '[2] 152 Habitual Truant^'. At the bottom right are 'Cancel' and 'Submit Incident' buttons.

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

View of Incident when 152 Habitual Truant is added.

This screenshot is similar to the previous one, but the dropdown menu for the offender 'Dedra Cox' now shows two items: '[1] 151 Truant^' with an 'Intervention Plan^' below it, and '[2] 152 Habitual Truant^' below that. The 'Incident Elements' panel on the right remains the same. The 'Cancel' and 'Submit Incident' buttons are at the bottom right.

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

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

**Add Action**

**Action Code** Family Court Referral^

**Action Code Comment** If the intervention plan is not successful and further inquiry by school officials fails to cause the truant student and/or parent(s) or guardian(s) to comply with the written intervention plan or if the student and/or parent(s) or guardian(s) refuses to participate in intervention and the student accumulates two or more additional unlawful absences, the student is considered an "habitual"  
110 characters left

**Action Date Range**

**Begin Date** 7/22/2015

**End Date** 8/3/2015 (MM/DD/YYYY)

**Action Taken Detail**

**Actual Resolution Date** 7/22/2015 (MM/DD/YYYY)

**Duration Code**

512 characters left

**Assigned Duration**

**Actual Duration**

**Duration Notes**

**Action Change Reason**

**Action Change Code** No codes have been configured.  
512 characters left

? Cancel 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 and dropped on the behavior.

**Incident Builder**

**Participants**

**Reporters**

**Victims**

**Offenders**

Dedra Cox

- [1] 151 Truant\*
  - Intervention Plan\*
- [2] 152 Habitual Truant\*
  - Family Court Referral\*

**Witnesses**

**Incident Elements**

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

Cancel Submit Incident

View of Incident once submitted.

**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*		

Cancel Delete Submit Incident

**Change Reason**

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

**Add Behavior**

Behavior Code: 153 Chronic Truant\*

Behavior Code Comment: 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. Should  
54 characters left

Primary Behavior: ☐

Buttons: ? Cancel Add Behavior

Student missed three (3) consecutive days

View of Incident with the Chronic Truant Code Added

**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*		

Buttons: Cancel Delete Submit Incident



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

**Add Action**

**Action Code** Violation of Court Order^

**Action Code Comment** If the intervention plan is not successful and further inquiry by school officials fails to cause the truant student and/or parent(s) or guardian(s) to comply with the written intervention plan or if the student and/or parent(s) or guardian(s) refuses to participate in intervention and the student accumulates two or more additional unlawful absences, the student is considered an "habitual"  
110 characters left

**Action Date Range** **Begin Date** 9/1/2015 **End Date** 9/30/2015 (MM/DD/YYYY)

**Action Taken Detail**

**Actual Resolution Date** 9/1/2015 (MM/DD/YYYY)

**Duration Code**

512 characters left

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

**Duration Notes**

**Action Change Reason**

**Action Change Code** No codes have been configured.  
512 characters left

**Buttons:** Cancel, Add Action

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

**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^		
Action	Violation of Court Order^		

**Buttons:** Cancel, Delete, Submit Incident

View of Incident with all Three Actions of Truancy Coded.

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

The screenshot shows the 'Incident Builder' window. On the left, under 'Participants', there are sections for Reporters, Victims, Offenders, and Witnesses. The 'Offenders' section lists three incidents for Dedra Cox: [2] 152 Habitual Truant\* (with a Family Court Referral\*), [3] 153 Chronic Truant\* (with a Violation of Court Order\*), and [1] 151 Truant\* (with an Intervention Plan\*). On the right, the 'Incident Elements' table shows three rows of behavior codes: [1] 151 Truant\*, [2] 152 Habitual Truant\*, and [3] 153 Chronic Truant\*. At the bottom right, there are three buttons: 'Cancel', 'Delete', and 'Submit Incident'. The 'Submit Incident' button is circled in red.



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](mailto:acoleman@ed.sc.gov)

Kim Smith, Education Associate, 803-734-8113 or  
[kwsmith@ed.sc.gov](mailto: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](mailto:fedora@ed.sc.gov)