One of the schools contacted me about properly entering Truancy incidents in PowerSchool, so I contacted the SCDE to answer the questions brought to my attention. Please read the information that the SCDE provided to me:

1.   The word "Truancy" must be the first word in the Title of every truancy incident. Please go back and add the word "Truancy" to the beginning of all Titles for truancy incidents this year 2013-2014.

2.   You do not have to create a new incident if the student fails to meet the duration of the action plan stated in the initial Behavior "151 Truant". What you will do is add a new Behavior "152 Habitual" to the same incident with the new action and if the student fails that actions they must be assigned the "153 Chronic Truant" Behavior and any new action. The incident Action Code must coincide with the new Behavior that was added.

3.   If you have to add a new Behavior to the same truancy incident you should uncheck the old Primary Behavior and check the new Behavior as the Primary Behavior.

4.   If the student completes the initial Action plan and becomes truant again a new incident must be created.

5.   In the End Date if the Action Code is at the end of the school year, enter the last day of school.

Also the SCDE outlined in the "Incident Management FAQ" (SharePoint) documented how to properly code a Truancy. It is number 53:

How do school districts code truancy? What do districts put for the duration for truancy and where does truancy happen?

- Truancy should be coded as an incident for the individual student. (not a group)

- Truancy must reflect the following definitions;

     o 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

     o 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.

o 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.

- 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

- 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)