ATTENDANCE, ENROLLMENT & DISCIPLINE VERIFICATION PROCEDURES

WINTON WOODS CITY SCHOOL DISTRICT

2012 – 2013
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PURPOSE

Reporting data accurately and maintaining records correctly and efficiently are of critical importance. These processes & procedures are crucial not only because many of them are governed by state or federal law but moreover, also because they are about our students; their achievement and their efforts and our affirmative duty to report such matters to our public in a transparent, accurate & consistent manner.

POINTS OF EMPHASIS & CLARIFICATION

All entries in DASL/EMIS are made in “real-time” with an eye toward not needing to make corrective changes later. e.g., summer changes should not need to happen since due diligence, attention & support have taken place across the school year.

Entries in DASL/EMIS are date driven and reference source documents that exist in a student’s cumulative file. These support documents drive the dates that are entered into DASL/EMIS. e.g., enrollment documents, completed withdrawal forms, expulsion dispositions, proofs of residency, requests for records from other school districts, letters from other schools or districts, truancy/non-attendance warning letters, completed manifestation determination review forms, etc.

Suspension and expulsion are distinct and separately tabulated timeframes. In particular, a student with a disciplinary consequence of recommendation for expulsion will also be accompanied by a ten (10) day suspension in order for the hearing proceedings & notifications to take place and for a manifestation determination review hearing to occur with the appropriate notifications and timeframes if necessary due to the student being disabled (including written 504 plans) or having a suspected disability.

The expulsion hearing disposition will always include a statement that explicitly states the outcome (expelled or not expelled) and dates to guide Public School Works/DASL/EMIS that detail start date, stop date & duration in terms of the number of school days involved.

Alternative school may be assigned by the hearing officer at an expulsion hearing and may be included as a part of the disposition. This assignment may be in lieu of expulsion or in addition to expulsion but the hearing officer must clearly articulate this in the written disposition so that the correct data entry can take place in Public School Works/DASL/EMIS.
There are two distinct different “sides” of EMIS/DASL – Discipline and Enrollment/Attendance and they need NOT match. In fact, there are times when they must not match. e.g., students with disabilities who are expelled by a hearing officer for disciplinary infractions.

Since Special Education students always receive some sort of instructional service regardless of discipline, they are always coded as continuously “active” in terms of enrollment. They can be expelled however and coded accordingly in EMIS for discipline purposes if the expulsion hearing disposition renders them as such – but they cannot be withdrawn or coded as expelled on the enrollment/attendance side of EMIS.

Special education students, students with 504 plans and students with suspected disabilities (to a certain degree, pending the outcome of a manifestation determination review hearing – see flowchart for more detail) may be expelled but should never be withdrawn from school (see above for clarification).

Special education students, students with 504 plans and students with suspected disabilities (to a certain degree, pending the outcome of testing or screening to determine the type and extent of the disability) should NOT be withdrawn from school unless so ordered by a court with jurisdiction. This includes reasons disciplinary, attendance or truancy or non-attendance-related, intra-district school transfer and out-of-district placement. Further, it also includes students with disabilities or suspected disabilities who are over 18 years of age. Students with disabilities may attend school until age 22 as determined by the student’s IEP team.

Truancy/Nonattendance EMIS codes may be used to withdraw students ONLY after appropriate due process as defined by the law has taken place.

**STAFF DEVELOPMENT & TRAINING**

Review Suspension & Expulsion Flowchart with Principals & cabinet (9/04/2012)

Train secretarial & EMIS staff on Suspension & Expulsion Flowchart & related processes (9/14/2012)

Train secretarial & EMIS staff on truancy & attendance notices, filing and documentation (10/19/2012, 11/09/2012, 1/04/2013 & planned for 2/08/2013)
Clarify with principals & assistant principals what to change or add in Public School Works immediately following receipt of the expulsion hearing disposition statement (9/04/2012 & ongoing)

Meet as an attendance team to develop procedures and increased consistency around special cases and attendance-related matters (8/22/2012, 9/26/2012, 10/10/2012, 10/31/2012, 1/31/2013 & ongoing)

Attend EMIS Attendance workshops at HCCA & similar as guidance is available (September 2012 & ongoing)

Clarify truancy/nonattendance procedures with principals & assistant principals (September 2012)

**INFORMATION & DATA VERIFICATION PROCESSES**

Quarterly review of withdrawals & codes by Office of Accountability, Tech/EMIS & Student Resource Coordinator (11/12/2012 & 1/31/2013)

All expulsion hearing dispositions now copied to Office of Accountability, Director of Technology & EMIS and the Office of the Superintendent (August 2012)

Review truant students absences and status semi-quarterly and verify correct procedures

Complete any and all corrections to student status, enrollment, attendance and/or discipline prior to the release of state testing data on June 15th (OAA – grades 3 – 8) or May 13th (OGT – grades 10 – 12). Any changes to this information that takes place after the close of the school year must be approved by the Superintendent, the Office of Accountability, the Technology Director, the school principal and the EMIS Coordinator.

Verify data with ODE using EMIS collection processes specified by the state in the summer. Enter missing test codes as needed/requested by ODE/HCCA. Any changes to any student data after the release of student testing results (May 13 or June 15) must be approved by the Superintendent, the Office of Accountability, the Technology Director, the school principal and the EMIS Coordinator. Any requests for corrections must be accompanied by all appropriate & relevant supporting documents and should be prepared as if it is to be submitted for audit.
ACTION STEPS

Create Suspension & Expulsion Flowchart (August 2012)

Review PSW consequence options & EMIS/PSW discipline crosswalk (August 2012)

Discontinue use of the term “abeyance” from use in expulsion hearing disposition statements (August 2012)

Amend WWCSD Board of Education Policy 5200 Administrative Guidelines to reflect full due process considerations for withdrawal for truancy/non-attendance (September 2012)

Develop letters to other districts for no show students who we determine to have moved (9/22/2012)

Standardize procedures for attendance hearings, truancy legal charges, notification & documentation letters and expulsion hearings for truancy/non-attendance (September 2012 & ongoing articulation & dialogue to ensure consistency and accuracy)
# Truancy & Attendance Intervention Procedure

## Winton Woods City Schools

**Habitual Truancy**

Ohio Rev. Code §2151.011

**Written Warnings to Families**

- **5** unexcused absences in a row
  - Send 5-day H–letter

- **7** unexcused absences in a month
  - Send 7-day H–letter

- **12** unexcused absences in a year
  - Send 12-day H–letter

**Chronic Truancy**

Ohio Rev. Code §3321.191 & BOE Policy 5200

**Written Warnings to Families**

- **7** excused OR unexcused absences in a row
  - Send 7-day C–letter

- **10** excused OR unexcused in a month
  - Send 10-day C–letter

- **15** excused OR unexcused absences in a year
  - Send 15-day C–letter

**File Charges with Hamilton County Juvenile Court**

IF attendance problems still persist

For students in grades 1 – 6, file Failure to Send charges

For students in grades 7 – 12, file Truancy charges & Failure to Send charges

**Attendance Hearing**

Assign Alternative Educational Setting IF attendance problems still persist

(Projeect Success, Project Success Plus, Warrior Success Academy or Home Instruction)

**Withdrawal for Truancy Hearing**

IF attendance problems still persist after all due process

MUST be preceded by legal charges & a delinquent or guilty finding by magistrate or judge

MUST be preceded by an unsuccessful assignment to Alternative Educational Setting

Disposition of this hearing will contain a warning to the family about Expulsion for Truancy

Hearing Officer may make the determination at this point to initiate a withdrawal (71)

**Student and Family May Reenroll**

If attendance problems persist again after reenrollment, the above interventions will be repeated and an Expulsion Hearing for Truancy will also be a next step
Withdrawal Due to Truancy

With regard to truancy, schools are permitted to withdraw students only after appropriate due process. The statutes provide several procedural steps which schools must follow in dealing with violations of the compulsory attendance laws. Ohio Rev. Code §3321.19 and 3321.20 require schools to give prior warning of the legal consequences of truancy to the parent or guardian of the truant child. When any child of compulsory school age is not attending school and is not properly excused from attendance, the school must notify the parent or guardian who must thereafter cause the child to attend the proper school (Ohio Rev. Code §3321.19).

Special provisions of the law apply to any student who is considered to be either a "habitually truant" or a "chronic truant". Ohio Rev. Code §2151.011 defines "habitual truant" as a school-age child who is absent from school without legitimate excuse for five or more consecutive days, seven or more days in a school month, or 12 or more school days in a school year. Ohio Rev. Code §3313.62 defines a "school month" as four school weeks. Ohio Rev. Code §2151.011 and 2152.02 define a "chronic truant" as a school-age child who is absent from school without legitimate excuse for seven or more consecutive days, ten or more days in a school month, or 15 or more days in a school year.

If a parent, guardian, or other custodian of a habitual truant fails to cause the child's attendance at school, the board of education may proceed with an intervention strategy in accordance with its adopted policy, may initiate delinquency proceedings, or both (Ohio Rev. Code §3321.19). Each board is required under Ohio Rev. Code §3321.191 to adopt a policy to guide employees in addressing and ameliorating the habitual truancy of students. If the board has established an alternative school, assignment to the alternative school must be included in the policy as an interventions strategy.

Ohio Rev. Code §3321.19 requires that upon the failure of the parent, guardian, or other person having care of the child to cause the child's attendance at school, if the child is considered an habitual truant, the board of education of the school district or the governing board of the educational service center shall do either or both of the following:

1. Take any appropriate action as an intervention strategy contained in the policy developed by the board pursuant to section 3321.191 of the Revised Code;

2. File a complaint in the juvenile court of the county in which the child has
a residence or legal settlement or in which the child is supposed to attend
school jointly against the child and the parent, guardian, or other person
having care of the child. A complaint filed in the juvenile court under this
division shall allege that the child is an unruly child for being an habitual
truant or is a delinquent child for being an habitual truant who previously
has been adjudicated an unruly child for being an habitual truant and that
the parent, guardian, or other person having care of the child has violated
section 3321.38 of the Revised Code.

{Source: Interim Report on Student Attendance Data and Accountability System,
The State of Ohio, Auditor of State}
September 6, 2012

ABC City School District
xxxx XYZ Ave.
Cincinnati, OH 452xx

Dear District Superintendent,

This letter serves as the official notice that the following student will not be returning to Winton Woods City Schools for the 2012-2013 school year.

Our records indicate that the parent resides in the ABC School District, and should be enrolling for the upcoming school year.

XXXXX XXXXXX, n\textsuperscript{th} Grade, xxxx Street Ave, Cincinnati, Ohio 452xx – 1xxx

If you have any questions regarding this letter, please feel free to contact the school at (513) 619-2420

Sincerely,

Principal
2012-09-14 Expulsion Workshop

Review Expulsion Flowchart
Expulsion Data Entry Form
EMIS Focused Review - Attendance Audit
Open Enrollment
New Status Codes

EMIS Focused Review - Attendance Audit
Focus on Enrollment Documents
Focus on Withdrawal Documents
Cumulative Files

Open Enrollment
Changes in Demographic Data (Address)
Coding
Who is Open Enrolled in your Building? (EMIS Situation 98, 100, 121) - does not include Preschool Students

New Status Codes
DASL Status Codes 2012-13
2012-10-19 Attendance Workshop

Agenda

1. Attendance Process
   a. Progress Book -
      i. Daily Attendance
         1. Every student is marked "A" Absent by the teacher.
         2. Data is moved to DASL real time.
      ii. Reports
         1. Staff Audit - Who Has Not Taken Attendance
      iii. Resources
         1. HCCA Attendance Manual
         b. DASL
         i. All "A" Absent Codes are considered "Unexcused"
            1. Attendance Specialists must be determining if a child is "U"
               Unexcused or "E" Excused and updating DASL appropriately.
            2. There should be no "A"s left in DASL.
         2. Attendance Letters
            b. Process - Attendance Letters should be run daily beginning Q2 of
               the SY2012-13
Attendance - Project Success, Project Success Plus, Warrior Success Academy

Project Success Attendance Procedure

High School Attendance Clerk is notified of students absent for the day.
Students must sign an attendance book housed in each teacher's classroom.
Daily attendance phone calls home are handled through the High School Attendance Clerk.

Project Success Plus Attendance Procedure

Teacher takes attendance through Progress Book prior to the Attendance Window end time.
MS, IS, ES staff are notified of students absent for the day.
Students must sign an attendance book housed in each teacher's classroom.
Daily attendance phone calls home are handled through the appropriate student's school (MS, IS, ES)

Warrior Success Academy Attendance Procedure

High School Attendance Clerk is notified of students absent for the day.
Students must sign an attendance book housed in each teacher's classroom.
Daily attendance phone calls home are handled through the High School Attendance Clerk.
Home Instruction Attendance Procedure

When a student is placed on Home Instruction, the EMIS Department should be notified of the student's instructional schedule including but not limited to days per week, hours per day.

Additionally, the Home Instruction Teacher should report the student's attendance weekly to the EMIS Department noting date of attendance and hours instructed.
Attendance

Attendance Calls - One Call Now
Attendance Hearing
Attendance Letters
Attendance Procedures - Regular School Year and Count Week
Attendance Reports
Attendance System Training Documents
Truancy and Attendance Intervention Procedure

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Labels

None

EDIT LABELS

7 Child Pages

Page: Attendance Calls - One Call Now
Page: Attendance Hearing
Page: Attendance Letters
Page: Attendance Procedures - Regular School Year and Count Week
Page: Attendance Reports
Page: Attendance System Training Documents
Page: Truancy and Attendance Intervention Procedure
Attendance Calls - One Call Now

Added by Rhonda Hobbs, last edited by Rhonda Hobbs on Oct 16, 2012  (view change)

**Procedure**

Teachers take attendance in Progress Book (A = Absent / Unexcused)
Data is moved over to DASL
DASL Attendance Clerk updates DASL with appropriate codes
Data is moved to One Call Now - Subgroup 99 Attendance is created
Note: Only Unexcused Absences are moved into OCN / Subgroup 99
Attendance Clerk logs into OCN and updates Subgroup 99
Remove any student from group 99 who should not be contacted
Add additional students who are included in group 99
Attendance Clerk initiates automated phone call to subgroup 99

**Attendance Windows**

This is the time that OCN will sync with DASL.  Note:  the time that group 99 is created.

<table>
<thead>
<tr>
<th>HS</th>
<th>9:45</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td>9:45</td>
</tr>
<tr>
<td>IS</td>
<td>10:15</td>
</tr>
<tr>
<td>ES</td>
<td>10:45</td>
</tr>
<tr>
<td>PN</td>
<td>11:15</td>
</tr>
<tr>
<td>PS</td>
<td>11:15</td>
</tr>
</tbody>
</table>

**Account Information**

Access to OCN is limited. Accounts are administered through the Technology Center.

**Send a Message Using Your Phone**

Answer ID: 139 Updated: 08/30/2012 01:31 PM Class: Everyone
How do I send a message?

The following instructions will teach you how to use your telephone to record and send messages through the One Call Now calling system.

1. Dial 877-698-3261 to log into your account.
2. Press the pound key (#) followed by your Group ID and PIN. Enter pound (#) and the Group ID and PIN as a complete 11-digit string. (Example: #1234567890.)
3. If it's the first time you've logged in by phone, you will be prompted to record your Group Greeting (Message Introduction).
• The Message Introduction plays at the beginning of all your messages.
• It's limited to three seconds.
• You can change your Message Introduction at any time
4. Press ‘1’ to record and send a message to your Group.
5. If you would like to ask your members a question (poll your members) and record their touch-tone responses, press ‘1’ to record (capture) a touch-tone response, or press pound (#) to decline.
6. At the tone, record your message.
• Press pound (#) immediately after you've finished speaking to end your recording.
• Listen to your message to make sure it's clear and complete, particularly if capturing a touch tone response.
• Press ‘1’ to accept, or press ‘2’ to re-record it.
7. Choose the recipients (Group members) you want to send the message to. Send Message options include:
• Press ’99’ to send your message to the DAILY ATTENDANCE GROUP
8. If you want to change the start time or date of your message, press ’1’ to modify your delivery options. Otherwise, press # to send your message.
9. Your message will be delivered only after you hear "Message delivery has been confirmed." If you hang up before hearing that prompt, your message may not be delivered.

Note: If Primary Number feature is utilized by your Group, there is an additional prompt: “To send an informational message to primary phone numbers only, press 1. To send an important or urgent message to all phone numbers press 2.”
As part of an intervention strategy to work with our students who are habitually or chronically truant, we may hold an attendance hearing on or after 12 to 15 unexcused/excused absences to determine the best course of action to take in order to improve a student's attendance.
Attendance Letters

Added by Rhonda Hobbs, last edited by Rhonda Hobbs on Oct 16, 2012  (view change)

Procedure

We will be generating DASL attendance rule based letters and sending them to our students on a daily basis.

See details in the Attendance Systems Training Documents for the "how-to" instructions.

Truancy Letters

<table>
<thead>
<tr>
<th>Letter Type</th>
<th>Description</th>
<th>System - Generated Form Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Habitual-5</td>
<td>5 Unexcused Absences in a row</td>
<td>H5 Letter Sample Gr 7-12&lt;br&gt;H5 Letter Sample Gr K-6</td>
</tr>
<tr>
<td>Habitual - 7</td>
<td>7 Unexcused Absences in a month</td>
<td>H7 Letter Sample Gr 7-12&lt;br&gt;H7 Letter Sample Gr K-6</td>
</tr>
<tr>
<td>Chronic - 7</td>
<td>7 Excused or Unexcused Absences in a row</td>
<td>C7 Letter Sample - All Grades</td>
</tr>
<tr>
<td>Chronic - 10</td>
<td>10 Excused or Unexcused Absences in a month</td>
<td>C10 Letter Sample - All Grades</td>
</tr>
<tr>
<td>Habitual - 12</td>
<td>12 Unexcused Absences in a Year</td>
<td>H12 Letter Sample Gr 7-12&lt;br&gt;H12 Letter Sample Gr K-6</td>
</tr>
<tr>
<td>Chronic - 15</td>
<td>15 Excused or Unexcused Absences in a Year</td>
<td>C15 Letter Sample - All Grades</td>
</tr>
</tbody>
</table>
Attendance Procedures - Regular School Year and Count Week

Regular Week Attendance Procedure
Official Count Week - First Full Week in October and February
School Personnel Duties during Count Week
Student Counted in Attendance
Attendance Absence Reasons
Excused
Unexcused
Non-attending Students - Important!
Reports Required
New Reports required for State Audit

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator</th>
<th>Creation Date</th>
<th>Labels</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CountWeekWaiverInstr-New.doc</td>
<td>61 kB</td>
<td>Rhonda Hobbs</td>
<td>Feb 04, 2008</td>
<td>None</td>
<td>February 2008 - Count Week Waiver Form</td>
</tr>
</tbody>
</table>

File uploaded successfully
Reports include:

### Progress Book Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description of Report</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Attendance Audit Report</td>
<td>General listing of staff who has not taken attendance</td>
<td>DAILY</td>
</tr>
<tr>
<td>Potential Skip Report</td>
<td>This report can be run if your teachers take period attendance in PB. If they dont take period attendance, then there wont be any students on the potential skip report.</td>
<td>OPTIONAL</td>
</tr>
</tbody>
</table>

### DASL Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description of Report</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Absences - R307</td>
<td>Call list for daily attendance</td>
<td></td>
</tr>
<tr>
<td>Perfect Attendance - PERF</td>
<td>Students with Perfect Attendance</td>
<td>Quarterly</td>
</tr>
<tr>
<td>District wide Membership Report - R500</td>
<td>Building or District wide attendance membership report for entered criteria</td>
<td></td>
</tr>
<tr>
<td>Student Absence Search Detail - R309-A</td>
<td>Students Absence Report for entered criteria in detail format</td>
<td></td>
</tr>
<tr>
<td>Student Absence Search Summary - R309-B</td>
<td>Students Absence Report for entered criteria in summary format</td>
<td></td>
</tr>
<tr>
<td>Homeroom Attendance Register Detail - R310-A</td>
<td>Student Absences by homeroom in detail format</td>
<td></td>
</tr>
<tr>
<td>Homeroom Attendance Register Summary - R310-B</td>
<td>Student Absences by homeroom in summary format</td>
<td></td>
</tr>
<tr>
<td>Student Absence Statistics Report - R311</td>
<td>Absence Statistics for entered criteria</td>
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</tr>
<tr>
<td>Student ADM &amp; ADA Report for ABSE Detail - R322-A</td>
<td>Average daily attendance / Average daily membership for entered criteria in detail format</td>
<td></td>
</tr>
<tr>
<td>Student ADM &amp; ADA Report for ABSE Summary R322-B</td>
<td>Average daily attendance / Average daily membership for entered criteria in summary format</td>
<td></td>
</tr>
<tr>
<td>Homeroom Attendance Report (R311)</td>
<td>Student Attendance report by Homeroom</td>
<td></td>
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</tbody>
</table>

How to Run Quarterly Attendance Reports