



MAGNOLIA PUBLIC SCHOOLS

Board Of Directors

Board Agenda Item #	II B
Date:	April 18, 2016
To:	MPS Finance Committee
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Oswaldo Diaz, Chief Financial Officer
RE:	Approval of Truancy Data Collection and Reporting Procedure

Proposed Board Recommendation

I move that the Finance Committee recommends approval of the Truancy Data Collection and Reporting Procedure.

Background

Magnolia Public Schools report truancy information on an annual basis to the California Department of Education in accordance with the California Education Code section 48260.

In order to formalize the current truancy reporting process, the Policies and Procedures Manual has been revised to include the methods for collecting, documenting, reviewing, and approving truancy information.

New Policies and Procedures

The following policy has been created:

Reporting
REP101 Truancy Data Collection and Reporting Procedure

Attachments

REP 101 Truancy Data Collection and Reporting Procedure

Name of Staff Originator:

Oswaldo Diaz, Chief Financial Officer

SOP # REP101 Revision: 0
Effective Date: 04/21/16

Prepared by: Central Office
Approved by: BOD

Title: TRUANCY DATA COLLECTION AND REPORTING PROCEDURE

Purpose: To provide the methods for collecting, documenting, reviewing, and approving truancy information in compliance with the California Education Code section 48260.

Scope: This procedure applies to the truancy information reported to the California Department of Education via the California Basic Educational Data System Online Reporting Application (CBEDS-ORA).

Responsibilities:

Teachers are responsible for recording daily student attendance in the student information system (CoolSIS).

Office Staff is responsible of reviewing, verifying, and entering student attendance in the student information system (CoolSIS).

Executive Office Manager is responsible for reviewing and approving CBEDS report information.

School Principals are responsible for completing, reviewing and approving the CBEDS-ORA reports.

Procedure:

1.0 TRUANCY DEFINITION

1.1 Truancy is defined as follows:

Per EC Section 48260, “a pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant.”

2.0 PROCEDURE AND DOCUMENTATION PROCESS

2.1 Teachers take attendance in the student information system (CoolSIS) each school day. Students are marked present or absent.

2.2 Office staff enters attendance data into CoolSIS student record when a parent and /or guardian calls the office directly. Students are marked absent or tardy and excused or unexcused.

- 2.3 During the month of October, office staff exports a CBEDS truancy report from CoolSIS capturing truancy totals for the prior school year.
- A specific date range is entered to include the first and last days of school for the relevant academic year.
 - CoolSIS uses the CDE specified truancy criteria to automatically provide a list of truant students for the related data range.
- 2.4 Office Managers submit truancy totals in CBEDS-ORA Student Information Form (SIF) section C to the Executive Office Manager for approval.
- CBEDS is an annual data collection administered in October.
 - CBEDS data are reported through an online reporting application called CBEDS-ORA.
 - The School Information Form (SIF) is used to collect data specific to each school on the number of truant students.
- 2.5 School Principals review CoolSIS generated CBEDS Truancy Report data, CBEDS-ORA report, and provides approval signature on the CoolSIS generated CBEDS Truancy Report.
- 2.6 The Executive Office Manager reviews CoolSIS generated CBEDS Truancy Report, verifies truancy totals, and provides an approval signature.
- 2.7 The Executive Office Manager reviews CBEDS-ORA generated report and provides verbal approval for each school.
- 2.8 School Principals review CBEDS-ORA generated report and provides verbal approval.
- 2.9 School office staff submit truancy data via CBEDS-ORA by October 30th deadline.
- 2.10 School office staff saves a digital and hard copy of the following documents:
- CBEDS-ORA Certification
 - CBEDS Report
 - CoolSIS CBEDS Truancy Report

3.0 SYSTEM VERIFICATION AND CRITERIA USED FOR TRUANCY COUNT CALCULATIONS

- 3.1 The CoolSIS attendance module is used to collect Magnolia students' attendance records. Front office staff and teachers enter attendance records into CoolSIS on a daily basis.
- When a student is not present for one or more periods, the teacher marks the student absent. Each record is verified by office staff by contacting parent and includes a timestamp (such as start and end time of the period) and reason for the absence.

- Office staff can also create an attendance record for a student when they receive a call from parent indicating a student will be absent or arrive late.
 - Office staff will enter beginning and end time and reason for absence.
- 3.2 The attendance records are used to generate the CBEDS truancy report in CoolSIS.
- 3.3 The following filters are used to customize the CoolSIS CBEDS Truancy Report:
- Report start and end date
 - Attendance status (excused or unexcused)
 - Reason
 - Maximum minutes (e.g. 30 min or more)
 - Minimum truancy count (e.g. 3 or more)
- 3.4 The accuracy of the report was checked manually before it was officially launched in Spring of 2015. All attendance records created for a specific period of time were sorted by truancy minutes, student name, and attendance status. It was verified that number of truant students that was calculated manually matched the number of truant students created by the CoolSIS CBEDS Truancy Report.

Revision History:

Revision	Date	Description of changes	Requested By
0	04/21/16	Initial Release	Oswaldo Diaz, CFO

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