

Student Record Collection

2017-2018 Updates

Virginia Department of Education

Office of Educational Information Management

August 2017

Agenda

- EIM Due Dates and Timeline
- Updates & Clarification to Data Elements
- New Data Elements and Codes for 2017-2018
- Scenarios
- Questions



EIM Due Dates and Timeline

Due Dates

- **September 13:** VDOE issues new release on accreditation rates.
- **September 26:** VDOE issues news release on cohort graduation and dropout rates.
- **October 2:** The Fall SRC data collection window opens
- **October 18:** The Fall SRC data collection window closes. A *successful* Fall SRC is required.
- **October 19 – 20:** Verify data and submit K-3 data.
- **October 23 – 27:** Should a resubmission of data be necessary, please contact us via your regional contact or by sending an email to ResultsHelp to request that your window be opened.
- **October 31:** The Fall SRC data collection window will be locked at 11:59 PM.

Important Reminder

- October 31st is a hard deadline. Therefore, if you need your window reopened after this date, you will need to write a letter to Dr. Staples explaining why you need it reopened. This letter must include an action plan to prevent the error in the future.
- Fall Membership data is needed by our Budget Office as they report information to the Governor's Office in November.



Updates & Clarification to Data Elements for 2017-2018

Gifted Code & Gifted Referral Flag

- **Gifted Code**

- Assigned to a student once a student is found eligible for services
- The student should be coded whether they participate in services or not
- Once identified – always identified

- **Gifted Referral Flag**

- Year specific
- Removed from year to year
- Only add back if the student is referred for identification in another year

Graduate/Other Completer Code

- **Code 10**
 - No award in current school year
 - Use this code for students with an IEP that allows multiple years in grade 12. Begin using this code their first year in grade 12 if they plan to return the following school year
 - Also, use this code when a student with an IEP returns after graduating
- **Code 13**
 - No award in current school year
 - Use for students who previously received
 - A non-terminal diploma of 4, 5, or 8
 - A diploma from another state
 - A diploma from a “non-public VA school”
 - New warning: If code 13, student ***should not*** have a disability code.

Postgraduate Pupils

- Postgraduate students are pupils who remain in or return to school after receiving a Standard Diploma or an Advanced Studies Diploma.
- Special education students who return to school who have not received a Standard Diploma or an Advanced Studies Diploma may continue to be counted in Fall Membership as long as the student is less than 22 years old prior to September 30th.
- Students who are of school age, have received High School Equivalency Credentials or an Applied Studies Diploma, and are pursuing a Standard or Advanced Studies Diploma, **should not** be considered Postgraduate Students and **should be** included in Fall Membership.
 - If students are coded as PG, they will be EXCLUDED from Fall Membership and March 31 ADM

Unexcused Absence

- Now required on Fall, Spring & EOY SRC
- What is an unexcused absence?
 - According to 8VAC20-730-10
 - The student misses an entire school day
 - School personnel has not been notified that the parent is aware and supports the absence
 - Parent provides a reason for the absence that is unacceptable to school administration.
 - School administration may change an unexcused absence to an excused absence when it determines that the parent has provided an acceptable reason for the student's absence or if there are extenuating circumstances.
 - School division policy determines what is actually considered unexcused.
 - Vacation
 - Sick
 - Medical
 - Etc.

Retired Code(s)

- Truancy Conference Flag



New Data Elements and Codes for 2017-2018

Days in Session

- Days in Session section will be added to Miscellaneous Collection
 - To be collected on Fall, same as it is collected for Spring and EOY

Division Reset	
DIVISION DEFAULT (caution: changing this will reset all schools)	<input type="text" value="0"/>

School Number	School Name	Days in Session
0701	Accawmacke Elementary	<input type="text" value="124"/>
0540	Arcadia High	<input type="text" value="124"/>
0704	Arcadia Middle	<input type="text" value="124"/>
0080	Chincoteague Elementary	<input type="text" value="124"/>
0580	Chincoteague High	<input type="text" value="124"/>

Attendance & Truancy

- Regulations Governing the Collection and Reporting of Truancy Related Data and Student Attendance Policies were approved June 23, 2016
- In part, it states excused and unexcused absences shall be counted for each individual student and shall be reported to the Virginia Department of Education as follows:
 - All excused and unexcused absences as defined in this chapter for each individual student shall be collected.
 - For each student with five unexcused absences, whether an attendance plan was developed, and if not, the reason.
 - For each student with six unexcused absences, whether an attendance conference was scheduled, and if not, the reason.
 - For each student with six unexcused absences, whether an attendance conference was actually held, and if not, the reason.
 - For each student with seven unexcused absences, whether a court referral was made or if proceedings against the parent or parents were initiated and, if not, the reason.

<http://www.doe.virginia.gov/support/prevention/attendance-truancy/index.shtml>

Attendance Plan Code

- **Definition:**

- A state assigned code to identify if an Attendance plan was developed at 5 unexcused absences between a school representative, parent and student

- **Codes**

- 1 = 5 or more unexcused absences and an attendance plan was developed
- 2 = 5 or more unexcused absences but an attendance plan was not developed due to the outreach to the parent was not successful
- 3 = 5 or more unexcused absences but an attendance plan was not developed due to parent refusal
- 4 = 5 or more unexcused absences but an attendance plan was not developed due to the student no longer being enrolled

Attendance Conference Code

- **Definition**

- A state assigned code to identify if an Attendance Conference was scheduled and held at 6 unexcused between school representative, parent, and student

- **Codes**

- 1 = 6 or more unexcused absences and an attendance conference was **scheduled and held**
- 2 = 6 or more unexcused absences but an attendance conference was not scheduled due to the outreach to the parent was not successful
- 3 = 6 or more unexcused absences but an attendance conference was not scheduled due to parent refusal
- 4 = 6 or more unexcused absences but an attendance conference was not scheduled due to the student no longer being enrolled
- 5 = 6 or more unexcused absences and an attendance conference was scheduled but not held due to the student no longer being enrolled
- 6 = 6 or more unexcused absences and an attendance conference was scheduled but not held due to participants not able to attend the meeting
- 7 = 6 or more unexcused absences and an attendance conference was scheduled but not held due to it being the end of the school year

Court Referral or Proceedings Filed Code

- **Definition**

- A state assigned code to identify if a Court Referral was filed against the student or proceedings were started against the parent when a student has 7 unexcused absences.
- “Court referral” means filing a complaint to the Juvenile and Domestic Relations Court after the student’s 7th unexcused absence.

- **Codes**

- 1 = 7 or more unexcused absences and a court referral was filed against the student
- 2 = 7 or more unexcused absences and proceedings were filed against the parent
- 3 = 7 or more unexcused absences but a court referral was not filed against the student nor were proceedings filed against the parent due to the student no longer being enrolled
- 4 = 7 or more unexcused absences but a court referral was not filed against the student nor were proceedings filed against the parent due to successful intervention strategies being in process
- 5 = 7 or more unexcused absences but compulsory attendance does not apply. This applies to students who are 18 and older or to students who have been released from compulsory attendance by the LEA. Also applies to PK students.



New Attendance Reports

Attendance Report

- **Separate Verification report with Signature line**
 - Division level summary
 - School level – by School, by code, by grade
 - Grouped and sorted by School type – Elementary, Middle, High

Division Level Summary Attendance

At 5 or more unexcused absences

Attendance plan developed	Attendance plan NOT developed due to the outreach to the parent was not successful	Attendance plan NOT developed due to parent refusal	Attendance plan NOT developed - student no longer enrolled
##	##	##	##

At 6 or more unexcused absences

Attendance conference scheduled and held	Attendance conference NOT scheduled due to the outreach to the parent was not successful	Attendance conference NOT scheduled due to parent refusal	Attendance conference NOT scheduled due to the student no longer being enrolled	Attendance conference NOT held - student no longer enrolled	Attendance conference NOT held due to participants not able to attend the meeting	Attendance conference NOT held - end of the school year
##	##	##	##	##	##	##

At 7 or more unexcused absences

Court referral filed against the student	Proceedings filed against the parent	Court referral or complaint not filed against the student nor proceedings filed against the parent - student no longer enrolled	Court referral or complaint not filed against the student nor proceedings filed against the parent due to successful intervention strategies being in process
##	##	##	##



Scenarios & Questions

Scenario 1

Johnny is enrolled in Chesterfield County. He withdrew from James River High School and enrolled in Cosby High School. While at JRHS, he accumulated 2 unexcused absences. While at CHS, he accumulated 3 more unexcused absences. Does Cosby report the student with 3 unexcused absences or 5 unexcused absences?

Cosby reports the student with 3 unexcused absences. Therefore, an attendance code would not be needed. Unexcused absences are reported at the school level; not at the division level.

Scenario 2

Suzy is enrolled in Fairfax County. She accumulated 3 unexcused absences at McLean High School and then transferred to Langley High School. At LHS, Suzy accumulated 4 more unexcused absences. Suzy then withdrew from LHS and re-enrolled at MHS where she accumulates 2 more unexcused absences. In this scenario, what is expected to be reported by each school?

McLean High School would report 5 unexcused absences and the appropriate Attendance Plan Code. Since Langley High School would only have 4 unexcused absences for the student, they would not need to report an attendance code.

Scenario 3

A student was court ordered to attend school in a previous school year and they are now at 5 unexcused absences, how should this student be coded?

The school is still expected to do an Attendance Plan and the student would be reported with an Attendance Plan Code. When the schools are working on the plan, it isn't something that has been recreated. It is perfectly okay for the division to just revise or update the plan from the previous school year.

Also, if the student is already court ordered to attend school, it is likely that the judge has already put a plan in place.

Scenario 4

How do we code students who are 18 and older or have been released from compulsory attendance?

By virtue of the student coming to school, they have agreed to abide by the school rules. Therefore, a plan still needs to be put in place as well as a conference held should the absences reach 6. The schools should still work with the student to keep them in school.

Should the student reach 7 unexcused absences, we realize that schools cannot file anything with the courts. Therefore, a new code was created. The code states: Compulsory attendance does not apply. This applies to students who are 18 and older or to students who have been released from compulsory attendance by the LEA.

Scenario 5

Assume the student has 7 unexcused absences in the fall and the appropriate attendance codes are reported. Then, the student attends with no issues for many months. The student then has 5 more unexcused absences in the Spring. Would this be reported differently between the Fall and the Spring SRC since the student went for a period of time with no issues?

The codes wouldn't change. Given the scenario, if the student has already reached 7 unexcused absences and then has 5 more, then it would be assumed that if a court referral or proceedings have not been filed, then this may be the next step.

Scenario 6

If a student is only required to take one course to graduate and that course only meets on “A” days, should the student be counted absent when they do not attend on “B” days? Also, how does this apply to a virtual setting?

The student would only be counted absent if they do not attend on a day that they are required to attend. Therefore, if the student is only required to attend school on “A” days, then the student would not be counted absent on “B” days. The same would apply to a virtual setting.

Scenario 7

What happens if the student reaches 7 unexcused absences and the pattern wasn't identified? If the 5th, 6th and 7th unexcused absences happen too quickly to have the plan and conference before the 7th.

The default for 5 and 6 unexcused absences would be that the outreach to parent was unsuccessful. Then for the 7th unexcused absence, divisions could code the students with successful interventions are in place.

Scenario 8

If an attendance plan is developed at one school and follows the student to the next school (based on local policy), does the new school have to start back at the beginning with the process of developing an attendance plan after 5 new absences and holding another conference after 6 absences at the new school?

This is school level data. Unexcused absences do not follow the student. If the division decided to do something different, that would be up to the division. However, the division would not report an attendance code until the student had reached 5, 6 and 7 unexcused absences.

If a student reaches 5, 6 or 7 unexcused absences at a second school, it would seem that the plan should be revised or updated at the new school, since the student is still accumulating unexcused absences.

General Information

SRC Website

[HTTP://WWW.DOE.VIRGINIA.GOV/](http://www.doe.virginia.gov/)

(Information Management>Data Collection> Student Record Collection)

- **2017-2018 Support Documents:**
 - 2017-2018 Kick-Off Webinar Instructions ([PDF](#))
 - Data Elements 2017-2018 ([PDF](#)) | ([XLS](#))
 - Header 2017-2018 ([XLS](#))
 - Layout for Tab-Delimited File ([PDF](#)) | ([Word](#))
 - Sections of the 2016-2018 Appropriation Act and Other Regulations (PDF)
 - Specification for Completing the Student Records Data Collection – ***Coming soon***
 - Specifications Document – Miscellaneous Web Collections – ***Coming Soon***

Contacts for SRC Data Collections

- Regions I and VIII – Melanie Lore, (804) 225-3918, melanie.lore@doe.virginia.gov
- Regions II and V – Allison Young, (804) 225-3909, allison.young@doe.virginia.gov
- Regions III and IV – Carol Wells Bazzichi, (804) 225-4847, carol.wellsbazzichi@doe.virginia.gov
- Regions VI and VII – Lisa Comfort, (804) 225-2827, lisa.comfort@doe.virginia.gov

General Contact Information

- Email: ResultsHelp@doe.virginia.gov
- Fax: (804) 530-4516
- Answered from 7:00 AM to 4:30 PM
- Checked every 15 minutes (last check at 4:15 PM)

Questions?

