

# InformationNOW – Truancy Tracking

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## About this Guide

This Quick Reference Guide provides an overview of the options available for tracking truancy in *InformationNOW*.

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Note: Users must be granted permission to truancy options under **System Preferences | Permission Maintenance**. Select the group of users. Under the *Student* section of the *Tasks* tab, check to allow users to *Maintain Student Truancy Activity* and/or *View Student Truancy Activity*. Under the *Student* section of the *Reports* tab, check to allow users to access *Student Truancy Check*.

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## Setup

### Thresholds/Reasons

Truancy thresholds and reasons must first be established.

- To enter the criteria, go to **Attendance | Setup**. Click the *Settings* tab.

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Note: These settings are district-wide and affect all schools.

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	Code	C	Reason
<input type="checkbox"/>	COL	E	College Visit
<input type="checkbox"/>	Court	E	Court
<input type="checkbox"/>	DR	E	Doctor/Dentist
<input type="checkbox"/>	FNR	E	Funeral
<input type="checkbox"/>	Ill	E	Ill

Threshold

Number of Absences: 3

OR

Number of Unexcused Absences: 3

OK

- **Absence Reasons:** Select the specific absence reasons that are used to track truancy.

- **Threshold:**
  - **Number of Absences:** Enter the number of absences a student must have in order to be considered truant. Users may enter any number between .50 and 99.50.
  - **Number of Unexcused Absences:** Enter the number of unexcused absences a student must have in order to be considered truant. Users may enter any number between .50 and 99.50.

## Truancy Activities

*Truancy Activity* is a new code bank that will need to be created to track truancy activities.

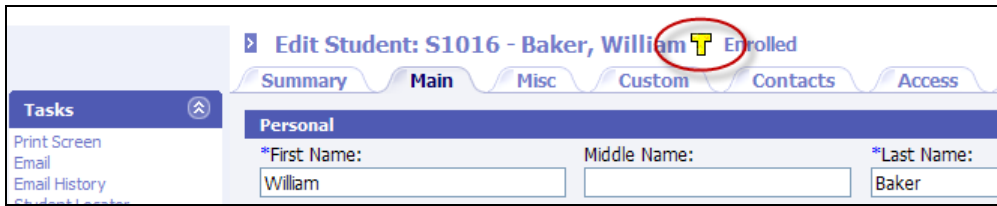
- To set up truancy activities, go to **System Preferences | Setup**.
- Select **Truancy Activity** and click **Refresh**.

- Click **Add** to insert a new code. Enter activities to be tracked as part of truancy such as *Letter Sent, Phone Call Made, Refer to Truancy Officer*.

## Truancy Icon Alert

A *Truancy Alert* icon has been added. The icon will display:

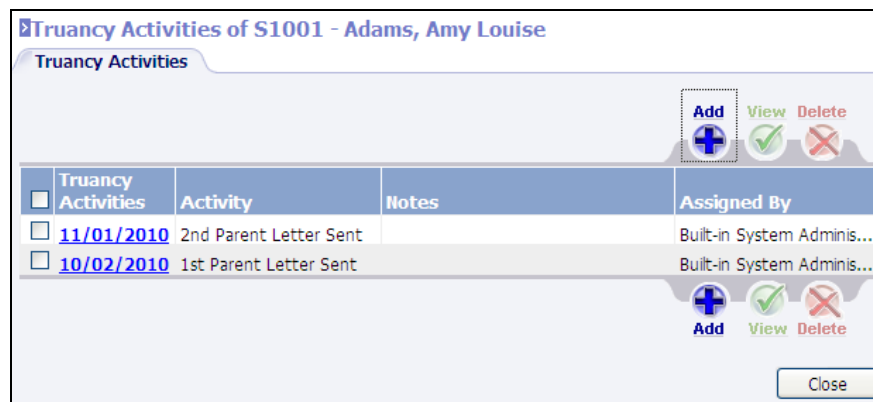
- On the student search result screen under **Students | Student Maintenance** or on the teacher's Classroom screens.
- On the individual student's screen in the title bar at the top of the screen.



## Entering Truancy Activity

Truancy activity records may be added to the student.

- To insert a Truancy Activity, go to **Students | Student Maintenance**.
- Search for and select to **View** the student.
- Click the **Attendance** link under *Manage* menu on the left.
- Click the **Truancy Activities** link under the *Manage* menu on the left.



- Click **Add**.

## Truancy Report

A truancy report is available from the following:

- **Student | Student Maintenance:** Search for and select to **View** the student. Click the **Attendance** link under the *Manage* menu on the left. Click the **Truancy Activity** link under the *Manage* menu on the left. Click the **Student Truancy** link under the *Reports* menu on the left. If generating from the student screen, filter will be disabled.
- **Students | Reports**

- **Reports | All Reports:**

Select from the following criteria:

- **Student Filter:** Select the filter of students to print. If no filter is selected, all students will be included based on the other specified parameters.
- **Students To Include:** Select to include *All* students or only those who have met the *Truancy Threshold* as established under **Attendance | Setup** on the *Settings* tab.
- **Report Type:** Select to print *Simple* or *Detail*.
- **Truancy Activity:** Select the activities to be included in the report. Only students with one or more of the selected activities will be included.
- **ID To Print:** Select to print the *Student Number*, *Alt Student Number*, *State ID Number*, *Social Security Number* or *None*.
- **Order By:** Select to order the report by *Student Display Name*, *Student Number*, *Grade Level* or *Homeroom*.
- **Start Date:** If **Students To Include** is set to *All*, then the report will include all activities assigned on or after this starting date. If **Students To Include** is set to *Truancy Thresholds*, the report will include all students who became truant on or after this date.
- **End Date:** Enter the date of the last truancy activities to be included in the report.
- **Include Race Summary:** Check to include a breakdown of truancy activity by race.