



**Texas Skyward User Group Conference TX 10J**

# **Options to address HB 2398 for Truancy**

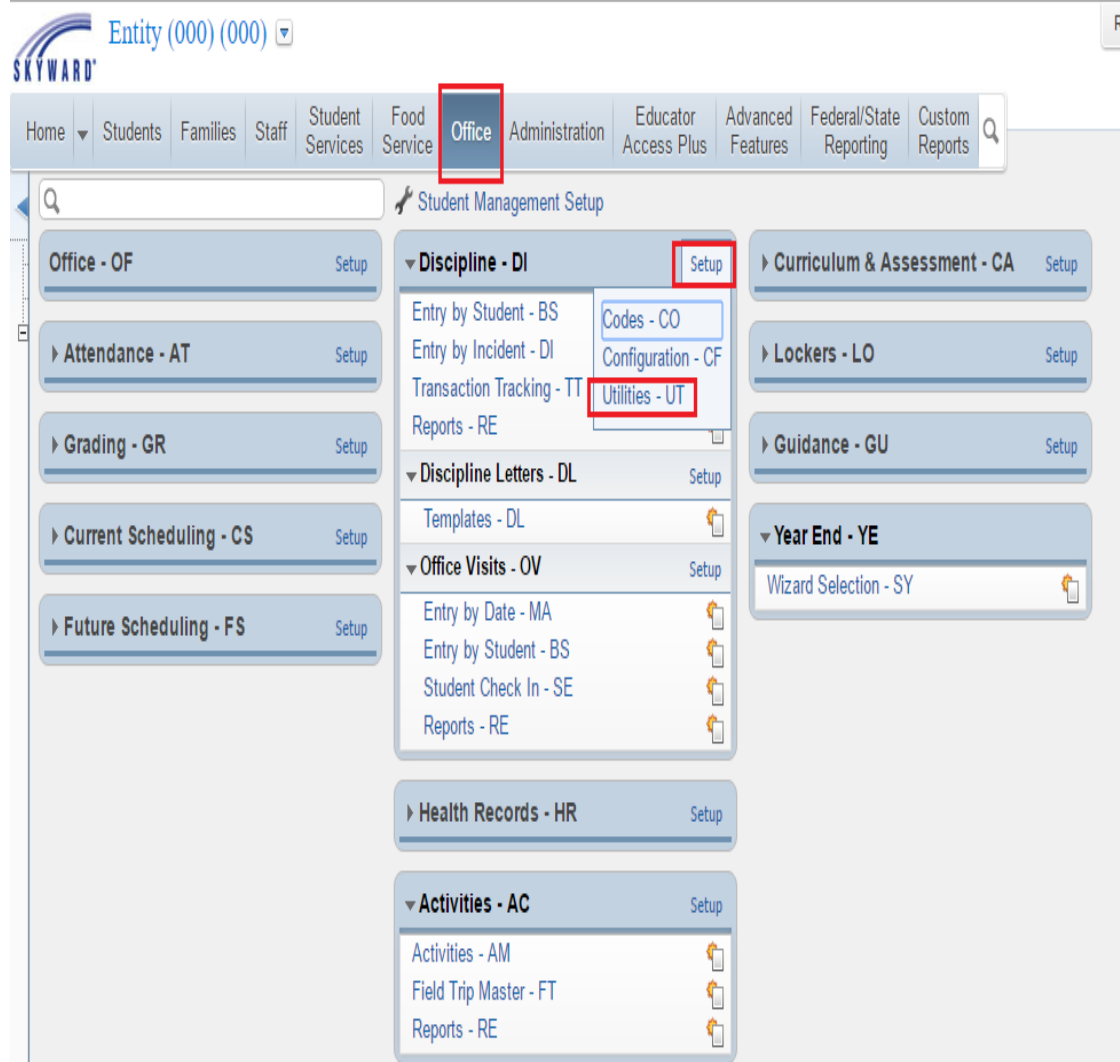
**Dave Yonker**



## Expunging Truancy Data per HB 2398

- Expunge all information relating to a criminal complaint or conviction for a truancy offense
- Expunge applicable truancy records and data as quickly as possible to comply with the order to expunge the information upon receipt of a court order
- Be aware of all of the different ways and places you may have this information stored in the event you receive a court order.

No License is needed to have the Expunge Capability, only Security Access. This is a Utility that will Remove the Records



Entity (000) (000) ▾

Home ▾ Students Families Staff Student Services Food Service **Office** Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Student Management Setup

- Office - OF Setup
- Attendance - AT Setup
- Grading - GR Setup
- Current Scheduling - CS Setup
- Future Scheduling - FS Setup
- Discipline - DI Setup
  - Entry by Student - BS
  - Entry by Incident - DI
  - Transaction Tracking - TT
  - Reports - RE
  - Codes - CO
  - Configuration - CF
  - Utilities - UT**
- Discipline Letters - DL Setup
  - Templates - DL
- Office Visits - OV Setup
  - Entry by Date - MA
  - Entry by Student - BS
  - Student Check In - SE
  - Reports - RE
- Health Records - HR Setup
- Activities - AC Setup
  - Activities - AM
  - Field Trip Master - FT
  - Reports - RE
- Curriculum & Assessment - CA Setup
- Lockers - LO Setup
- Guidance - GU Setup
- Year End - YE
  - Wizard Selection - SY



Setting up the Template is very Important. Instead of Selecting all Offenses, you want to only Remove the Truancy Offenses

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Enter the Purge By Method

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Enter the Student Key in the Low and High

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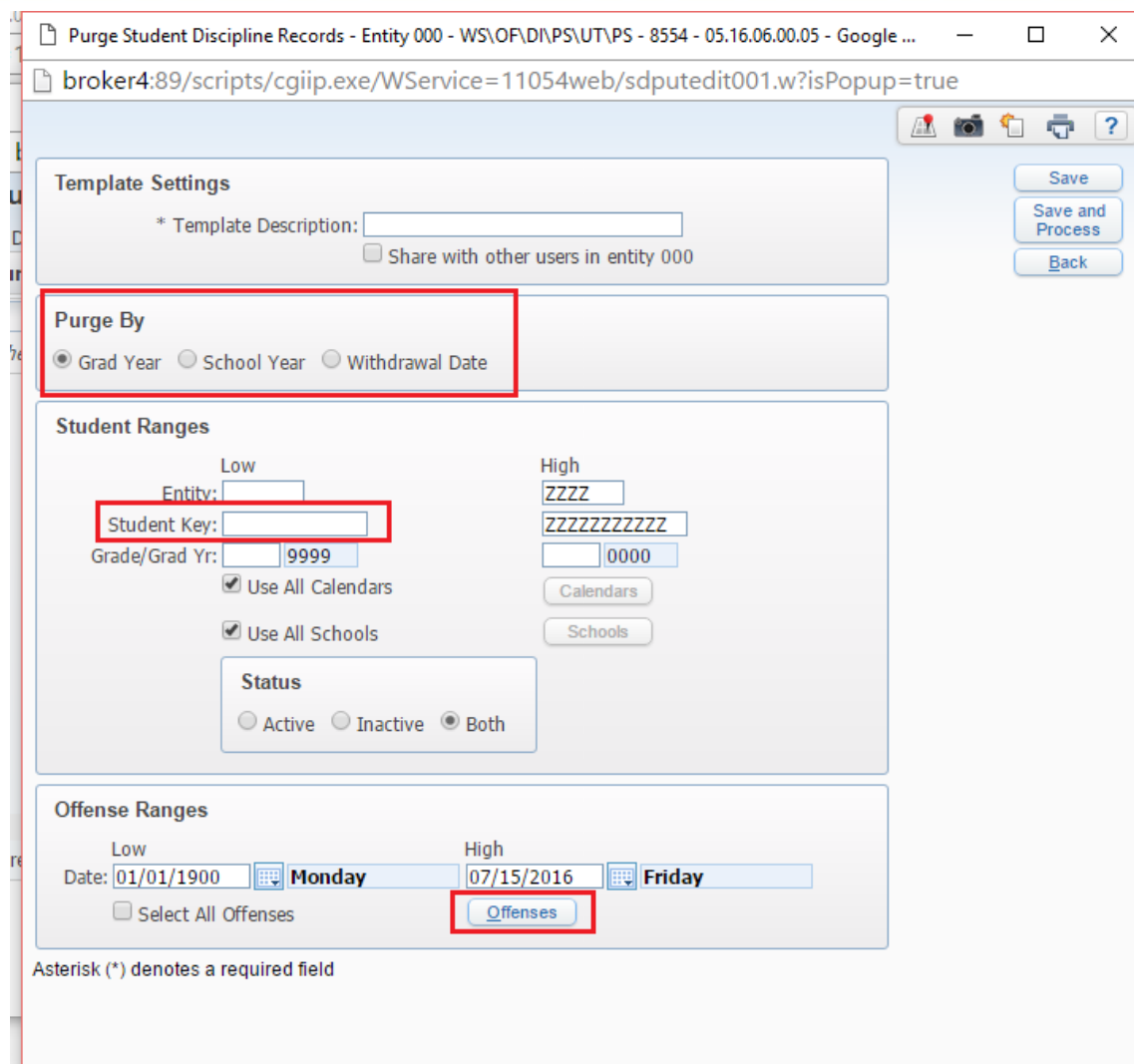
Select the Student Status

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Select Only Truancy Offenses by Clicking on the Offenses Button

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Click on Save and Process



Purge Student Discipline Records - Entity 000 - WS\OF\DI\PS\UT\PS - 8554 - 05.16.06.00.05 - Google ...

broker4:89/scripts/cgiip.exe/WService=11054web/sdputedit001.w?isPopup=true

**Template Settings**

\* Template Description:

Share with other users in entity 000

**Purge By**

Grad Year  School Year  Withdrawal Date

**Student Ranges**

Low High

Entity:

**Student Key:**

Grade/Grad Yr:  9999  0000

Use All Calendars

Use All Schools

**Status**

Active  Inactive  Both

**Offense Ranges**

Low High

Date:  01/01/1900   07/15/2016

Select All Offenses

Asterisk (\*) denotes a required field

Included all Offenses for Truancy to be Compliant with the Court Order, and click Save

Now you just need to Save and Process

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### Offenses (281)

Views: **General** Filters: **\*Skyward Default**

	Code ▲	Description
<input type="checkbox"/>	26	Terroristic Threat
<input type="checkbox"/>	27	Assault on Employee/Volunteer
<input type="checkbox"/>	28	Assault other than Emp/Vol
<input type="checkbox"/>	29	Aggr Assault on Emp/Vol
<input type="checkbox"/>	30	Aggr Assault not Emp/Vol
<input type="checkbox"/>	31	Sexual Assault to Emp or Volun
<input type="checkbox"/>	32	Sexual Assault - Other
<input type="checkbox"/>	33	Tobacco/Cigarette
<input type="checkbox"/>	34	School Related Gang Violence
<input type="checkbox"/>	35	False Alarm
<input type="checkbox"/>	36	Felony Controlled Substance
<input type="checkbox"/>	37	Felony Alcohol Violation
<input type="checkbox"/>	41	Fighting/Mutual Combat
<input checked="" type="checkbox"/>	42	Truancy - Parent contributing
<input checked="" type="checkbox"/>	43	Truancy - 3 unexcused absences
<input checked="" type="checkbox"/>	44	Truancy - 10 unex absences
<input checked="" type="checkbox"/>	45	Truancy - Failure to Enroll
<input type="checkbox"/>	46	Aggr Robbery
<input type="checkbox"/>	47	Manslaughter
<input type="checkbox"/>	48	Homicide
<input type="checkbox"/>	49	Engages in Deadly Conduct
<input type="checkbox"/>	50	Knife <5.5 inch

200 90 records displayed Code:







Please be aware of all of the different ways and places you may have this information stored in the event you receive a court order. The following areas of data and information storage are listed as a starting point for your school staff to consider. There may be other sources of truancy information within your school that will need to be reviewed for compliance with an expunction order.

**Original criminal court filings for truancy incidents as well as any supporting documentation that refers to the filing of a complaint or to a corresponding court order**

In accordance with the PEIMS data standards, school districts and charter schools must retain records that include the name of the student that support the “Court Ordered to a GED” leaver code. As a consequence, the PEIMS data standards requirement will be modified for school districts and charter schools that receive an expunction order. The expunction order itself should be retained along with the court order for each specific student with the name of the student, and any other personally identifiable information, redacted. These documents as modified above will be necessary to support the reporting of the “Court Ordered to a GED” leaver code in the event of a “leaver audit”.

## **Student Information System (SIS) database contents**

If your school has stored data related to a truancy action in your SIS, you will need to remove this information as well. You may need to consult with the PEIMS software vendor that designed the product in order to remove the data from the internal databases used by that SIS.

## **PEIMS "data file extracts" from the student information systems in the possession of a school**

Best practice is for a school district or charter school to keep the final version of a data file that was submitted to TEA for a particular PEIMS submission. For the Summer PEIMS submissions from the 2003-2004 through 2014-2015 school years, your school needs to review the contents of these data files that were kept to make sure you cannot identify students that were reported with truancy reasons and/or truancy actions.

**Electronic or paper reports generated out of a SIS or any other software or system that tracks student truancy data**

If your school has created and/or retained electronic or paper reports that identify a particular student as having been truant, then these reports need to be reviewed for compliance with a court order to expunge truancy data. Your school should decide whether these reports should be destroyed or if the contents of the report should be redacted so that a student cannot be identified as having been associated with a truancy complaint or conviction.

**Any other data, information, or reports not mentioned above.**

The list of records that are subject to a court order to expunge truancy data at the local level may go beyond the list of items above. Please review your own school data systems to be sure you have identified all sources of information subject to a truancy expunction order.

Should you have further questions regarding expunction of data, please consult with your own school attorney.





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**THANK YOU FOR ATTENDING!**

