

## ADMINISTRATIVE PROCEDURES FOR ATTENDANCE & TRUANCY

### I. Purpose:

To provide procedures and general guidelines for the attendance and truancy process for the School District of Philadelphia.

### II. Responsibility:

Attendance and Truancy, under the supervision of the Office of Student Rights and Responsibility, is responsible for reviewing and submitting truancy referrals for students with 10 or more unexcused absences. The referral will be sent to either Philadelphia Family Court, or Department of Human Services (DHS), for interventions and services. The interventions and services are designed to help alleviate barriers to truancy.

### III. Criteria:

The Pennsylvania School Compulsory Law requires students from the ages of 8-17 to attend school on a daily basis. The Philadelphia School District is designated as a district of the first class, and as such, the requirement for compulsory school attendance is between the ages of 6-17. Once a student is enrolled in school, this includes children in kindergarten; they are subject to compulsory school laws until the student reaches age 17. The student can only be withdrawn if he/she transfers out of the District. The student will remain on the District's roll and the child/family is subjected to Truancy Court if they do not attend school.

Student Attendance Improvement Plan (SAIP) - As required by state law, a conference is to be held, parent/guardian invited to the conference, and a SAIP created. The SAIP conference is a meeting for families and school staff to come together, identify barriers, and develop meaningful strategies/interventions to address the identified issues, and support the student in regular school attendance. At the end of the conference, the school must create the Student Attendance Improvement Plan (SAIP) in SIS (Infinite Campus).

### IV. District's Truancy Process:

#### School Process:

- Parents **must submit** an absence note to the school **within three (3) days** upon the child's return to school from an absence. The school Principal/Designee will make a determination if the note will be accepted. If the note has been accepted, it should be submitted to the main office, and the absence must be changed in the SIS (Student Information System) to an excused absence using the appropriate code.
- At the 3<sup>rd</sup> unexcused absence, the Third Day Illegal Notice (C-31) should be sent to the parent/guardian notifying that the child has missed three (3) unexcused days (consecutive/non-consecutive) of school. This document can be generated and printed in the SIS for all district schools. Please document that the Illegal Notice has been sent out via the Contact Log in SIS, under "contact" with the prefix ATT, prior to writing the note.
- A SAIP Conference should be held by the 6<sup>th</sup> unexcused absence to address the student's absences and reasons for the truancy. The purpose of the conference is to identify barriers to attendance and develop meaningful strategies to address the identified issues and support the student. The Student Attendance Improvement Plan should be completed at the conference. The school must invite the parent/guardian to the conference. A copy of the SAIP will be provided to the student, parent/guardian and any other entity identified who can support the student with this plan.

- At the 10th unexcused absence, the truancy referral should be submitted to the Office of Attendance & Truancy. All referrals will be checked for quality and accuracy. A completed SAIP consists of: contact log, identification of barriers, implementation of interventions that address the identified barriers, and progress monitoring. **The Student Attendance Improvement Plan will serve as the truancy referral and will be required for ALL cases going to Truancy Court or DHS for Family Empowerment Services.**
- Once the SAIP/Truancy Referral has been submitted to the Office of Attendance & Truancy AND cleared for submission to Family Court/DHS, it may take up to 6 weeks for the student/family to receive a citation for Truancy Court. Schools can also check the Truancy Court tab in the SIS (Student Information System), once a student has a court date, to view dispositions and status updates. SAIPs can be submitted at any time. All SAIP/Truancy Referrals must be submitted via email at [truancyreferrals@philasd.org](mailto:truancyreferrals@philasd.org). (Please see “Submitting a Truancy Referral,” P.5 for instructions).

#### V. Who is invited to attend the Student Attendance Improvement Conference?

- The Attendance Designee should take the leadership role along with the Case Manager. Because of the broad, community-based needs to attendance concerns, school counselors are in a unique position to lead with the plan development and implementation oversight.
- The Intervention Provider, is the person that will be providing the intervention/s for the student.
- The student and the guardian.
- Other people whom the guardian may believe can be helpful resource (like a grandparent, sibling, family friend, advocate, community member, etc.).
- Appropriate school personnel. This should include members of the child’s IEP or 504 Team members, if the child is a student with a disability or has a written accommodation.
- Recommended service providers (like case managers, behavioral health providers, probation officers, children and youth practitioners, etc.).

The guardian is encouraged to attend the meeting to address the needs of the student. However, if the parent/guardian is not in attendance, the school will still conduct the meeting in their absence. Please be aware that all efforts to invite parents must be documented. The conference itself must be documented on the Student Attendance Improvement Plan.

#### **Creating the SAIP in SIS:**

First, Search for a student. On the left hand side of the screen using the Index Tab, click on Student Information > Response to Intervention > General. Search for your student by using the scheme of last name, first name. Then click Go. Click on your desired student’s name.

#### **Contact Log**

The Contact Log is internal, but all staff in the system can view it. This log is specific to the RTI Module. Use this when contacting families about Attendance events.

Policy: For attendance, the contact log MUST be used prior to initiating an Attendance plan. Once the Third Day Illegal notice has been sent home, you should record that a contact was made here. The Invitation to the SAIP should be sent no later than the 6<sup>th</sup> unexcused absence. A copy of this letter can be found on the Attendance & Truancy home page in the School District’s website

System: Click on the Contact Log tab, this is where you can document when and how parent/guardian contact was made.

To create a new entry, select New, include date and time of the contact. Select the Contact type from the drop down menu. In the Contact box, add a prefix ATT along with the name of the individual that was contacted. This will allow user to retrieve all attendance contacts/notes entered when running reports for plans. In the Details box, include a brief description of the nature of the contact. Click Save when the entry is complete.

You can sort or filter multiple contact log entries by clicking on the carats at the top of each column heading. You can click the Print button, to have a printed version of the contact log. You can define the parameters of the report. If you would like all the contacts that were made for attendance, in the Contacted box enter, "ATT". This will display all the contacts that include the prefix, "ATT".

### Team Members

Attendance Designee: This person will send out the Third Day Illegal Notice, and written notification inviting all team members to the SAIP Conference, which also includes the student and parent/guardian. They will seek team collaboration with identification of Case Manager (manages the process) & Intervention Provider (implementation of the interventions), and ensure that progress monitoring of SAIP occurs. They will also ensure that completed SAIPs are forwarded to the Office of Attendance & Truancy if student requires Truancy Court/DHS intervention (email: [truancyreferrals@philasd.org](mailto:truancyreferrals@philasd.org)). (Please see "Submitting a Truancy Referral," P.5 for instructions)

Case Manager: The person who manages and finalizes the plan.

Intervention Provider: The person who implements the intervention(s) and enters progress monitoring data. Progress monitoring should occur 30 days after the SAIP is created and implemented.

- System: Click on the Team Members tab. Click on Find & Link New Team Member to add team members that are already in the system such as, staff, students, and parents. Select the person in the drop down and then click on Add Team Member. You will need to do this with each person you add. The role of Case Manager and Intervention Provider are required. To add a parent/guardian click on Census. Select the parent/guardian and then click on Add Team Member.

*Parents/Guardians are required team members for an Attendance Plan. The school must invite the student and family to the SAIP Conference. If the family does not come to the conference, the school can proceed without the family.*

For Attendance Plans, the Attendance Designee seeks team collaboration with identification of Case Manager (manages the process) & Intervention Provider (implementation of the interventions). If there is an external person, someone not already created in the system that would need to be captured as part of the team, click on Enter New Team Member. Provide as much information as you know and include the Start date, Title, Agency, Comments, Phone number, and Email. Qualifications field is not necessary.

### Documents

You will now create the Attendance Plan. The Plan is a long form that we have divided into three parts to focus on the importance of each area. You will see on the left, an RTI Plan Outline. Once you complete each section, the text will become bold.

System Part I: Click on the Documents tab. Click on New Plan, select Attendance Tier 2, and click Create Document. Fields in red are required by the system while other fields are required by the district. Please refer to the guidance document when completing this information. Enter the start date of the plan. The end date will be the end of the school year. The Universal Screener Name is *Att-Unexcused Absences*. We are not using the Universal Screener Score, so leave the default value. *For the Plan Description, this is the area to identify the student's strengths and characteristics.* You need to click on the little white envelope to make selections. Click on the envelope once, if you do not see the popup box, check to see if it went behind your active window. The envelope opens the Template bank. Click on the plus sign for the selections to expand options. Click all that apply per guidelines.

System Part II: Enter the Base Score, which is the current number of unexcused days absent (*the plan must be initiated by the 6<sup>th</sup> day of the unexcused absence*). The Base Score Comments are describing the barrier affecting the student. Click on the envelope to select all that apply per guidelines.

We are not using Goal Name or Goal Type fields. Enter the Goal Score. The Goal score is the same score as the Base Score. The Goal Score Comments describe how the plan will help the student overcome the barrier. Click on the envelope to select all that apply per guidelines. Click on the plus sign to expand your options.

We are not using the Evaluation Method/Tool. Select the one Intervention from the drop down. We do not use the Description field. The Intervention Provider, is dependent on the intervention. Select Intervention Position from the drop down. Location is not used.

System Part III: Enter the Targeted minutes per session: 0, # of Frequency: 0, and Session Frequency: day. Click Save & Continue.

The Student Demographic Information will display. Check to make sure the information is correct. If the information is incorrect, contact the secretary to make any updates. Click Save & Continue.

The Parent/Guardian Information will display. If the information is incorrect, contact the Secretary to make any updates. Click Save & Continue.

System: Next we will record the Team Meeting, click on New Team Meeting. Fill in the date, location, invite date, and add any meeting comments that are relevant. Check off which members of the Team were invited and/or attended. *By Law, parents MUST be invited to SAIP Conference.* Document that they were invited here, regardless of their attendance. Please note this will not generate an invite to the meeting. Click Save & Continue. This letter can be found on the Office of Student Rights & Responsibility website and look for Attendance & Truancy.

In order to continue, click on the Documents tab again. You will see the plan you just created under the current school year. It will be defined by Plan Type and Start/End Dates.

To view the plan, click on the plan, once, to highlight it and click Print. This allows you to view and print the plan.

The plan is considered a draft until it is locked. To lock the plan, click on the desired plan to highlight it and then click the Lock/Unlock button. Once the plan is locked, progress monitoring can occur.

*Note: Plans will only appear for those identified as Team Members in a plan.*

### Progress Monitoring

System: In the system, Progress Monitoring is called Intervention Delivery. In order to Progress Monitor from the Tools or admin side: Click on Caseload, then select Show Actions next to the student you would like to progress monitor. Then select, Intervention Delivery. Intervention Delivery = Progress Monitoring. Locate the appropriate plan and enter the data. **For Attendance, progress monitoring should be completed every 30 days.** Enter the start time and end time, which are arbitrary. The score is the amount of days the student has been absent unexcused. Record Comments. Click Save. To make changes, you can click on Edit. To add another progress monitor, click on Add Another Record. Click on Graph/Historical Data to see all progress monitoring entries. Click Close to exit when complete.

To Progress Monitor on the Instruction or Teacher side: Click on Roster, then click on the RTI icon to enter Progress Monitoring for a particular student.

### Modify a Plan

System: Click on the students name under Caseload. This will open the Documents tab for the student. Select the plan you would like to modify, click on Lock/Unlock. Click on the plan component that you would like to modify in the RTI Plan Outline. The reasons to modify are limited. This should occur if an error is noticed, a date needs to be changed or you want to add a team meeting. Click SAVE when finished editing the plan. Click on the Documents tab to refresh the screen. Click on the plan and click on Lock/Unlock.

### Finalize a Plan

System: Click on Caseload, then select Show Actions next to the student whose plan you would like to finalize. Then select Finalize Plans. Locate the plan you wish to finalize, and select the appropriate intervention success status from the drop down menu. Click Save after selecting the status. If you need to edit the selection after saving, click Edit and select a new status, then click Save. To delete a success status and reactivate a plan, click on Edit and then click on the X next to the selected status. This will clear out the intervention success status, leaving the selection blank. Click Save. The plan is now active once again.

#### A. **Submitting a Truancy Referral:**

The SAIPs are also used as the truancy referral. Schools are required to submit Truancy Referrals/SAIP to the Office of Attendance and Truancy. There is no due date for truancy referrals. SAIPs/Truancy Referrals can be submitted at any time. All referrals must be submitted via email at [truancyreferrals@philasd.org](mailto:truancyreferrals@philasd.org); one attachment per student, labeled with their full name, and consisting of one completed SAIP/referral and contact log. In the email subject line, place the name of the school and attach all individual SAIP/Truancy Referrals. No faxes or hand-delivered referrals will be accepted. A completed SAIP consists of: contact log, identification of barriers, implementation of interventions that address the identified barriers, and progress monitoring.

The Attendance Designee and/or the SAIP Team Members, must review and ensure that every student referred to regional truancy court, has been offered evidence based interventions listed in SIS, and implemented with fidelity. These efforts to eliminate truancy must include all appropriate internal district staff and external partners, including but not limited to DHS, CUA, Special Education Director or the Special Education Liaison (SEL).

The family will receive a subpoena/citation from Philadelphia Family Court to appear in Truancy Court. The subpoena will have the date, time and location of where the family should appear. In addition, a DHS contracted truancy provider will make contact with the family to arrange a meeting. The meeting is to extend services to help alleviate the identified barrier(s) that are contributing to the truancy. The provider will work with the family until the case is discharged from truancy court. The truancy court process can last up to 120 days depending on the severity of the case. Each case is handled individually and different factors are taken into account.

**B. Support from Dept. of Human Services (DHS):**

For grades K-3<sup>rd</sup> grade, DHS contracts with *Family Empowerment Services* (FES) providers that will support students and engage with families once the referral has been submitted to the Office of Attendance & Truancy. They provide intensive supports for families inside of the home prior to the case being heard in truancy court. The provider will ask for demographic and attendance information on each student that they serve from the school on record or in attendance. Information can be provided if the case manager provides the school with a FERPA consent form. In order for DHS or CUA to receive records with a FERPA form, the guardian or parent has to sign the consent form or the DHS or CUA worker must present evidence of two unsuccessful attempts to have the consent form signed. The case manager must have their work ID and the FERPA consent form in order to receive the requested information.

For grades 4<sup>th</sup>- 12<sup>th</sup>, DHS contracts with *Truancy Providers* that will support schools. At Tier 3 (serving students with 10 or more unexcused absences) the provider will ask for demographic and attendance information from the school to support the family in truancy court. The provider will work with the family to help identify and remove barriers to regular attendance. The case manager must have their work ID and the FERPA consent form to receive the requested information.

**C. Corrections to a student's attendance record:**

If a parent or guardian feels that there is an error/discrepancy on their student's attendance record, they have the right to address it with the school. They must provide proper documentation in order for a change to be made. This documentation should consist of a handwritten note from the parent if it is less than three (3) days from the date of absence. A doctor's note is required if the absence totals three (3) consecutive days or more. Once the information is given to the school, either the principal or their designee will approve the change. If the change is approved, the change should be reflected in the SIS. Changes for the current school year can be done at the school level; changes from the prior school year must be submitted to Office of Attendance & Truancy for correction. The school can forward all information pertaining to the case to the following email address of [attendanceandtruancy@philasd.org](mailto:attendanceandtruancy@philasd.org), for change request.

**D. Coding of students on Homebound Instruction or Hospitalized:**

Any student receiving approved Homebound Instruction should be kept in their homeroom, and marked excused, using absence code 05. Enter notes in to the comments section.

Any student that is Hospitalized should be kept in their homeroom, and marked as excused for the first 30 calendar days, using absence code 05. If the student stays longer than 30 calendar days, they should be withdrawn from the district using Withdraw Code WD02. Enter notes in to the comments section.

E. **Authorized School Activities:**

Schools will have the ability to enter Code 12 when students are participating in an approved school event (i.e., meeting with the counselor/nurse, sporting events, school trips, etc.)

F. **Excused Absence Policy:**

Pursuant to SDP's attendance policy, all absences resulting in a total of three (3) or more consecutive days will require a doctor's note. For absences that do not total three (3) consecutive days, parents may submit a handwritten note stating the reason for the absence. Notes must be given to the school within *three (3) days* upon the child's return to school. If the note is not turned in within the required time frame, the day(s) may not be excused. When a student has been absent, excused with a parent note, totaling eight (8) days (cumulative), all subsequent absences require a doctor's note.

G. **Half-Day Absence Procedure: (K-8 Schools Only):**

Any student coming to school two (2) hours after the start of the school day, or leaving two (2) hours before the end of the school day, will be marked as half-day absent. If the child has a note from a medical provider (Doctor, Dentist, Psychologist, Psychiatrist etc.) they will be marked as half-day excused (Absence code in AM or PM box in the SIS). The note must be given to the school upon return from the medical provider, within *24 hours* of the visit. If the student does not have a note, the half-day will remain unexcused (absence code 2 in AM or PM box in the SIS), two (2) half day unexcused absences will equal one (1) full day unexcused absence.

Properly coding this policy in the Student Information System (SIS)

For students arriving two (2) hours after the start of the school day:

- To record this in the SIS for an excused absence, in *Daily Attendance* choose the appropriate absence code in the AM box, and enter notes in comments section if applicable.
- To record this in the SIS for an unexcused absence, in *Daily Attendance* choose absence code 2 in the AM box.

For Students leaving two (2) hours before the end of the school day:

- To record this in the SIS for an excused absence, in *Daily Attendance* choose the appropriate absence code in the PM box, and enter notes in comments section if applicable.
- To record this in the SIS for an unexcused absence, in *Daily Attendance* choose absence code 2 in the PM box.

H. **Lateness (Tardy) Procedure: (K-8 Schools)**

Any student that comes to school after the start of the school day, but less than two (2) hours after school starts will be considered late. If the student has a doctor's note, it will count as an excused lateness (Absence code 13 in AM box in the SIS). If no note is provided to the school, it will count as an unexcused lateness (Absence code 14 in AM box in the SIS) and the student will be marked accordingly.

Properly coding this policy in the Student Information System (SIS)

For students that comes to school after the start of the school day, but less than two (2) hours after school starts:

- To record this in the SIS for an excused lateness, in *Daily Attendance* choose absence code 13 in the AM box.

- To record this in the SIS for an unexcused lateness, in *Daily Attendance* choose absence code 14 in the AM box.

Early Dismissal Procedure:

Any student that leaves school at any other time during the day, outside the parameters set up above in the half-day absence/lateness procedure will be marked as unexcused early dismissal (Absence code 3 in PM box in the SIS). If the student has a doctor’s note, they will be marked as excused early dismissal (Absence code 4 in PM box in the SIS). The note must be turned in within **24 hours** of the student leaving school for it to be excused.

Properly coding this policy in the Student Information System (SIS)

- To record this in the SIS for an unexcused early dismissal, in *Daily Attendance* choose absence code 3 in the PM box.
- To record this in the SIS for an excused early dismissal, in *Daily Attendance* choose absence code 4 in the PM box.

I. Coding of Suspensions:

Refer to the Office of Student Rights and Responsibilities’ - “Guidelines and Best Practices for Discipline,” for instructions

J. Taking Attendance in the SIS:

K-8 Schools (Simple Schedule)

- **Teachers are expected to record attendance** within the first 10 minutes of the start of school in the new SIS. **Roll sheets will no longer be used.**
- Any student late to school must report to the office for the secretary to mark them late (follow the policies outlined in Sections G and H above for entering late arrivals). Since the teacher may have already marked the absent for the day, attendance must be updated for both the AM and PM.
- Students will report to the office for early dismissals and the secretary will enter the appropriate coding of these students. Schools can then go to the Ad Hoc Letters Tab in SIS and print out an early dismissal pass to give to the student to leave the building.
- Schools will use the new SIS to resolve attendance events, such as entering an excused absence, lateness, and entering suspensions.
- Suspensions must be recorded in the SIS, using the suspension tab. Staff must also enter the out-of-school suspension absence code in the attendance module.
- Secretaries will have access to the Attendance Wizard. This feature is used for resolving attendance for groups of students.
- If students report to an elective class for the start of the day, schools can print the sub-attendance roster for the specialist teacher to take attendance on paper and send to the office for the secretary to enter. Alternatively, the homeroom teacher can take attendance within the first 10 minutes of second period.

True Middle Schools and High Schools (Master Schedule Schools with ScholarChip)

*\*Feltonville Intermediate, Lingelbach, and Mayfair are to follow these guidelines*

- The ScholarChip swipe **combined with teachers taking attendance in the SIS** will be used for building level attendance; every student must either scan in or type his/her ID number into the ScholarChip kiosk **every day.**
- All students in ScholarChip schools are expected to have an ID card.



- **Teachers are expected to record period level attendance in the SIS.** When the teacher opens attendance for an instructional period, students will all display as ‘present’ in the SIS for the current day. Even if all students are present, the teacher must log in and hit save to document period attendance.
- Schools will use the SIS to resolve attendance events, such as entering an excused absence, lateness, and entering suspensions. **No attendance events should be resolved in the ScholarChip system.**
- For early dismissals, first navigate to the attendance tab to enter the early dismissal code for the appropriate periods. Schools can then go to the Ad Hoc Letters Tab in SIS and print out an early dismissal pass to give to the student to leave the building.
- Any student late to school must scan in or go to the office for the secretary to enter them into the ScholarChip system. If a student brings in an excuse note, a secretary can mark the periods missed as excused.
- If a student arrives late, does not scan in, and goes directly to the classroom, the teacher will mark the student Tardy for the period. The student will be recognized tardy for that period. **We strongly encourage all students to scan in when they arrive at school.**
- Schools will have the ability to enter absence code 12 – Authorized School Activities, when students are participating in an approved school event (i.e., meeting with the counselor/nurse, sporting events, school trips, etc.)
- Secretaries will have access to the Attendance Wizard. This feature is used for resolving attendance for groups of students. All reports will be generated in the SIS.
- If a student does not swipe in AND a teacher does not take period attendance, at the end of the day, the SIS resolver will mark that student with an unexcused absence for that period. If a student does swipe in AND a teacher does not take period attendance, at the end of the day, the SIS resolver will mark that student present for that period.
- A student will be marked present for the day if he/she swipes in or any/one teacher mark the student present for any class.
- The swipe does not override what a teacher enters into the system.

**K. Absence Codes (effective August 20, 2018)**

Absence Code	Absence Reason	Excuse Code	Status Code
1	Other Urgent Reason (Principal's Approval)	Absent	Excused
2	Unexcused Absence	Absent	Unexcused
3	Unexcused Early Dismissal	Early Release	Unexcused
4	Excused Early Dismissal	Early Release	Excused
5	Illness	Absent	Excused
6	Quarantine	Absent	Excused
7	Recovery from Accident	Absent	Excused
8	Required Court Attendance	Absent	Excused
9	Death in Family	Absent	Excused
10	Educational tours & trips, with prior approval	Absent	Excused
11	Excused Religious Holiday	Absent	Excused
12	Authorized School Activities	Absent (Class)	Exempt/Present
13	Excused Lateness	Tardy	Excused
14	Unexcused Lateness	Tardy	Unexcused
15	Out of School Suspension	Absent	Excused
16	In School Suspension	Absent (Class)	Exempt/Present

L. **Withdraw Codes (effective August 7, 2018)**

<b>SY17-18 Old Code</b>	<b>SY17-18 IC Code Description</b>	<b>SY18-19 New Code</b>
<b>WITHDRAW CODES</b>		
W8	Farm or Domestic Service Exemption Permit	WD01
W7	Issued General Employment Certificate	WD01
W4	Moved out of district; no further information	WD01
W6	Quit school, over age or illegally absent	WD01
W16A	Runaway student or whereabouts unknown	WD01
W14	Student attended kindergarten and withdrew	WD01
W13	Student drafted or enlisted in the military	WD01
W17	Student expelled	WD01
W16B	Student kidnapped	WD01
W18	Student lacks proper immunization	WD01
W12	Student committed to correctional institution	WD02
W15	Student in the care of a child care agency	WD02
W5	Transferred out of district, new reporting school	WD02
W9B	Early withdrawal to postsecondary	WD03
W11	Student physically or mentally incapacitated	WD03
W9A	Fulfilled graduation requirements	WD04
W10	Deceased	WD06
W20	Grade reassign, same school (R10 start status)	WD11
W21	Residency status changed (R1/R9 start status)	WD11
W19	Student curriculum changed (R1 start status)	WD11
WD07	Student Exited Max Age-Completed Ed Goals	WD04
WD08	Student Exited Max Age- Did Not Complete Ed Goals	WD01
W2	Transfer to public school, same district	WD12

**Important Information Regarding Attendance**

When resolving student attendance, do so in the SIS. Please do not resolve attendance in ScholarChip retroactively. All resolution must be entered into the SIS. Steppers and videos for attendance can be found on the [sishelp.philasd.org](http://sishelp.philasd.org) website.

All ScholarChip kiosks must be connected to the network prior to the start of the last period of the day. This will enable data to come over to the SIS.

The Attendance Swipe Tab is available for all schools that use ScholarChip. It is in each student's SIS profile. It allows principals to see by day, the time and specific kiosk used to enter the building.

### **Reports Available in the SIS**

Click on the link the link below to see reports that are available in the SIS, including additional attendance reports. Report descriptions, steppers, and examples can always be found at <http://sishelp.philasd.org> and are linked to the report name. More reports forthcoming.

### **Long-Term Sub Teachers**

When a long-term substitute has been confirmed for an assignment, he/she will be entered into Advantage and should use the self-service setup or call the IT Help Desk to activate his/her account. Once a long-term substitute has activated his/her account, the principal will be able to assign them to sections in the SIS to enter attendance and grades for assigned classes. SIS Coaches can train new teachers on the system.

### **For Attendance Concerns, Questions & Technical Assistance:**

Please reach out to the Office of Student Rights and Responsibility (Attendance & Truancy) via phone at 215-400-4830 or email at [attendanceandtruancy@philasd.org](mailto:attendanceandtruancy@philasd.org)

- M. RELATED POLICIES
  - 118: Code of Student Conduct
  - 206: Assignment within the District
  - 248: Harassment
  - 249: Bullying/Cyber bullying
  - 251: Homeless Students

EFFECTIVE DATE February 21, 2017

REVISED DATE October 4, 2018