

# Truancy Tool (Virginia)

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**Classic View:** Student Information > General > Truancy

**Search Terms:** Truancy

The Truancy tool allows you to create and manage truancy records for individual students within a school. Each time a student is truant, a new truancy record can be created and managed on the Truancy tab.

Information captured on this tab reports in the [Student Record Collection \(SRC\)](#).

In order for this tool to work correctly, Start Date and End Date values must be entered on the Active school year in the [School Years](#) tool.

The screenshot shows the Truancy Tool interface. At the top, there are tabs for Waiver, Records Transfer, Career Tech, **Truancy**, and Report Comments. Below the tabs are three buttons: New (blue), Save, and Delete (red). The main content area is titled "Truancies" and shows a calendar icon for "2017-2018" and a list item "06/11/2018 - 1: - Halifax County". Below this is the "Truancy Detail" section with the following fields:

- \*School:** Summer School(0001)
- \*Start Date:** 06/11/2018
- \*Truancy Type:** Attendance Plan
- End Date:** (empty)
- Attendance Plan Code:** 1: 5+ UNX absences/attendance plan

The text "Truancy Tool" is centered at the bottom of the screenshot.

## Field Descriptions

Field	Description
School	The school tied to the truancy record.

Field	Description
<b>Start Date</b>	The start date of the truancy record.
<b>End Date</b>	The date on which the truancy record was closed or resolved.
<b>Truancy Type</b>	The type of truancy. Options include the following: <ul style="list-style-type: none"> <li>• Attendance Conference</li> <li>• Attendance Plan</li> <li>• Court Referral/Complaint/Proceedings</li> </ul>
<b>Attendance Conference Code</b>	This field displays when <i>Attendance Conference</i> is selected in the <b>Truancy Type</b> field and identifies the Attendance Plan developed at 5 unexcused absences. <ul style="list-style-type: none"> <li>• 1: Parent conference in 10 days/10 absence</li> <li>• 2: Conference in 10 days/10 absence no parent</li> <li>• 3: Parent conference after 10 days/10 absence</li> <li>• 4: Conference after 10 days/10 absence no parent</li> <li>• 5: Conference not held</li> <li>• 6: Conference pending due to school closures</li> </ul>
<b>Attendance Plan Code</b>	This field displays when <i>Attendance Plan</i> is selected in the <b>Truancy Type</b> field and identifies the Attendance Plan developed at 5 unexcused absences. <ul style="list-style-type: none"> <li>• 1: Plan was developed</li> <li>• 2: Plan was not developed</li> <li>• 3: Plan pending due to school closures</li> </ul>
<b>Court Referral/Complaint/Proceedings Code</b>	This field displays when <i>Court Referral/Complaint/Proceedings</i> is selected in the <b>Truancy Type</b> field and identifies the Attendance Plan developed at 5 unexcused absences. <ul style="list-style-type: none"> <li>• 1: No Court Referral/Progress Monitoring</li> <li>• 2: Student referred to court</li> <li>• 3: Parent referred to court</li> </ul>