



Instructional Management Program
& Academic Communication Tool

Verify Truancy Analytics

User Guide

10/05/2011
Version 3.1

CHICAGO PUBLIC SCHOOLS (CPS)

Verify.Net Truancy Guide

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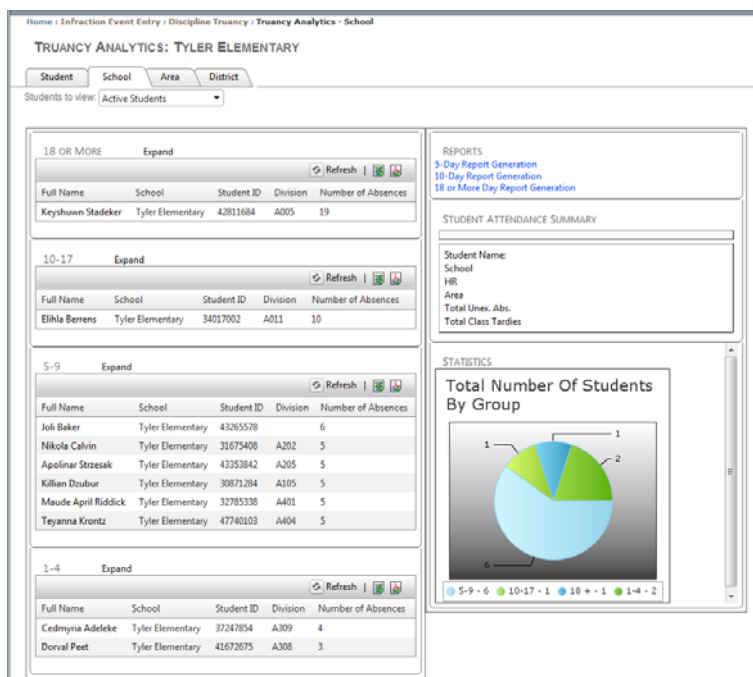
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Truancy Analytics

Viewing Students with Full-Day Unexcused Absences

Verify.net has dashboard views to get a complete attendance-focused view of a student, school, area, and district. Tabs are made available based on user’s level of access. Click on the appropriate tab for a student, school, area, or district to view information at that level.

Figure 1. – Truancy Analytics, School Tab



Truancy Analytics allows you to view students who are **Active**, **Inactive**, or **All** in your school by selecting the appropriate view from the **Students to View** drop-down. The default is **Active Students**. There are four grids on the right that display students in four buckets: 1-4 full-day unexcused absences, 5-9 full-day unexcused absences, 10-17 full-day unexcused absences, and 18 or more full-day unexcused absences. Each grid can be exported to Excel or to PDF. Click on the column headers within a grid to sort data by that field. The **Statistics** grid in the lower left displays the total number of students in each bucket in a pie chart.

You can also navigate between screens by clicking on hyperlinks on the page. Click on a student name in one of the grids on the School tab, this will populate detail on the right under **Student Attendance Summary**. Click on the student name again in the **Student Attendance Summary** and it will take you to the **Student** tab for that specific student.

Generating 5-, 10-, and 18-Day Letters

The 5-, 10-, and 18-Day letters can be generated from the School tab in Truancy Analytics by clicking on the **5-Day Report Generation**, **10-Day Report Generation** or **18 or More Day Report Generation** links in the **Reports** section at the top right of the Truancy Analytics page.

1. To generate truancy letters click the **5-, 10-, or 18-Day Report Generation** blue hyperlink. In the example below we will click on 5-Day Report Generation.
2. On the next screen, the grid is defaulted to **Reports not Generated**; you can use the drop-down to change this to display **Reports Generated** or **All**. For each of these options you can export to Excel or to a PDF. On any of these options you can either select the students that you wish to generate the appropriate letter for, or check the top box to select all.
3. Click the **Generate 5 Day Letters** button at the bottom of the grid.
4. The appropriate letters, with student names and addresses in the correct areas, will be generated in Adobe Acrobat (PDF).

Figure 2. – Truancy Analytics and 5-Day Letter Generation Screens

The screenshot shows the Verify.NET Truancy Analytics interface. The main window is titled 'TRUANCY ANALYTICS: TYLER ELEMENTARY' and displays student data categorized by absence groups: 18 OR MORE, 10-17, 5-9, and 1-4. Each group has a table with columns for Full Name, School, Student ID, Division, and Number of Absences. A 'REPORTS' section on the right contains links for '5-Day Report Generation', '10-Day Report Generation', and '18 or More Day Report Generation'. A secondary window titled '5-DAY LETTERS' is open, showing a table of students with a filter dropdown set to 'Report Generated' and a 'Generate 5 Day Letters' button at the bottom.

Name	Report Generated	Division	Last Date Generated
Lashanda	Report Generated	A105	10/14/2010 12:46:55 PM
Zekur Milligan	All	A005	10/14/2010 12:47:14 PM
Duncan Garrity			10/14/2010 12:47:23 PM
Ammar Abelson		A401	10/14/2010 12:47:42 PM
Annas Betancourt		A110	10/14/2010 12:47:42 PM
Andyil Abdelkarim		A202	10/14/2010 12:47:42 PM
Ceba Berquist		A205	10/14/2010 12:47:42 PM
Truman Bevigiani		A404	10/19/2010 10:10:19 AM
Leon Harper		A011	10/6/2010 11:05:40 AM

Viewing Student Level Detail

To review student specific truancy information click on Truancy Analytics on the menu bar then go to the Student tab and select a student from the Search tool. Alternatively, on the School tab in Truancy Analytics you can click on a student in one of the grids, then click on their name again in the Student Attendance Summary box, this will take you to the Student tab for that specific student.

Entering Mail Date for a 5-, 10- or 18-day Letter



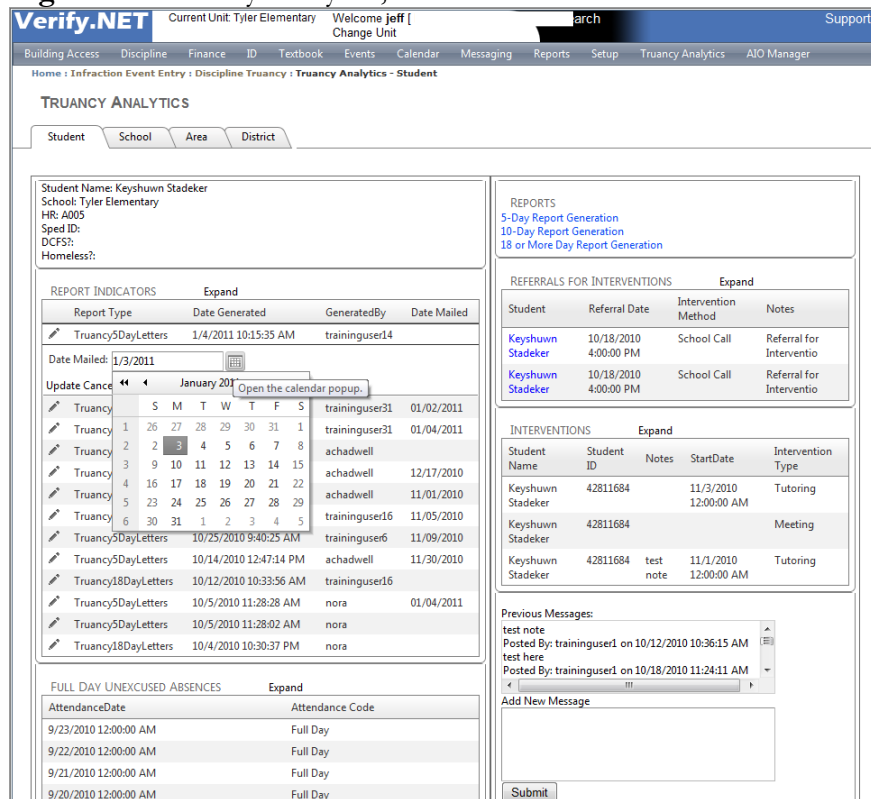
In the Truancy Analytics **Student** tab, all of the reports generated for any selected student will appear in the Report Indicators grid. Here you can also indicate the date the letter was mailed by clicking on the pencil icon  to the left of the report. This will populate a calendar icon  to select a date. To enter a **Date Mailed** click the update button in the left hand corner to update the information.

Figure 3. - Truancy Analytics, Student Tab



The screenshot displays the Verify.NET interface for the Student tab. At the top, it shows the current unit as Tyler Elementary and the user as jeff [arch]. The navigation bar includes options like Building Access, Discipline, Finance, ID, Textbook, Events, Calendar, Messaging, Reports, Setup, Truancy Analytics, and AIO Manager. The main content area is titled 'TRUANCY ANALYTICS' and has tabs for Student, School, Area, and District. The Student tab is active, showing details for Keyshawn Stadeker (School: Tyler Elementary, HR: 4005, Sped ID: , DCFS: , Homeless?:).

The 'REPORT INDICATORS' section has an 'Expand' button and a table with columns: Report Type, Date Generated, GeneratedBy, and Date Mailed. Below the table is a 'Date Mailed' field set to 1/3/2011 with a calendar icon. An 'Update' button is in the bottom left corner. The table lists various reports, including Truancy and Truancy5DayLetters, with dates ranging from 01/02/2011 to 10/04/2011.

The 'REFERRALS FOR INTERVENTIONS' section has an 'Expand' button and a table with columns: Student, Referral Date, Intervention Method, and Notes. It lists two referrals for Keyshawn Stadeker on 10/18/2010, both via School Call, for a 'Referral for Intervention'.

The 'INTERVENTIONS' section has an 'Expand' button and a table with columns: Student Name, Student ID, Notes, StartDate, and Intervention Type. It lists three interventions for Keyshawn Stadeker: Tutoring (11/3/2010, 12:00:00 AM), Meeting, and Tutoring (11/1/2010, 12:00:00 AM).

The 'FULL DAY UNEXCUSED ABSENCES' section has an 'Expand' button and a table with columns: AttendanceDate and Attendance Code. It lists four full-day absences on 9/23/2010, 9/22/2010, 9/21/2010, and 9/20/2010.

At the bottom right, there is a 'Previous Messages' section with a list of messages and an 'Add New Message' box with a 'Submit' button.

From the Student tab you can view each Full-Day Unexcused Absence, any referral for interventions, and interventions that have been tracked for this particular student.

You may also enter notes regarding this student in the **Add New Message** box, such as records of calls or letters you have made home to the guardian. This stamps your message with the name of the creator along with the time and date that the message was created.

Documents that may pertain to this students Truancy record can be uploaded here as well.

Interventions

Referring a Student for an Intervention

Referrals for Intervention are specific to Truancy Analytics and can help keep track of critical data regarding the possible cause for a student's truant behavior. This is not a required step before entering an Intervention for a student but can be helpful in managing students with truancy issues.

Figure 4. - Referral for Truancy Intervention

1. From the **Student** tab on Truancy Analytics click on the **Referral for Intervention** button, Use the Student Search tool to pull a student into the referral form.
2. Enter the **Date/Time of Referral** using the calendar and clock icons.
3. Check the Student Address displayed, if incorrect check the **Address Incorrect** box; additional fields will become available to enter an updated address.
4. Check the Phone Number displayed, if incorrect can check the **Phone Incorrect** box; additional fields will become available to enter an updated phone number.
Note: Updates to Address or Phone will only be for reference within Verify. The student's address and/or phone number will need to be corrected in SIM.
5. If the student is a CHA Resident check the **CHA Resident** box.
6. Select the **Police District** in which the student resides using the drop-down menu.
7. Indicate whether or not this is the **First Time Seen** for the student, select Yes or No.
8. Identify the **Intervention Method** using the drop-down menu.
9. Select the appropriate **Crisis Type**, Tier 1 is more severe than Tier 2.
10. Select the group the student is being **Referred To**. Depending on the group you select an additional field may become available to further specify the group or person.

11. Enter any appropriate **Notes** for the student.
12. **Upload** any supporting documents.
13. Click the **Save** button to complete the Referral.

Tracking Student Interventions

The Intervention page in Verify.net can be used to track interventions for discipline or truancy purposes. Student behavioral interventions such as tutoring, placement counseling, social/emotional support, mentorship, meeting, community service, restorative justice, and safe passage.

Figure 5. - Interventions

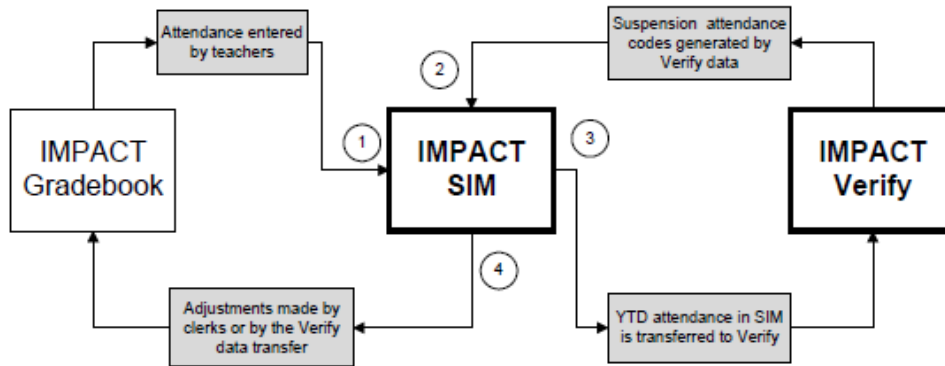
The screenshot displays the 'INTERVENTIONS' form in the Verify.net system. At the top, a navigation bar includes links for Building Access, Discipline, Finance, ID, Textbook, Events, Calendar, Messaging, Reports, Setup, and Truancy Analytics. The breadcrumb trail reads: Home > Infraction Event Entry > Discipline Truancy > Interventions. The form is titled 'INTERVENTIONS' and contains the following fields:

- Student Information:** Student Name: Felton Bahena, Student ID: 38449808, Division: Tyler Elementary, School: Tyler Elementary, SPED: (empty).
- Intervention Details:**
 - Intervention Type:** Meeting (selected in a dropdown menu).
 - Referred By:** A dropdown menu is open, showing options: Tutoring, Placement Counseling, Social/Emotional Support, Mentorship, Meeting (highlighted), Community Service, Restorative Justice, and Safe Passage.
 - External Partner:** (empty field).
 - Meeting Type:** (empty dropdown menu).
 - Participants:** A list of checkboxes: Administrator, Disciplinarian, Counselor, and Other.
 - Date:** (empty date field with a calendar icon).
 - Start Time:** (empty time field with a clock icon).
 - End Time:** (empty time field with a clock icon).
 - Venue:** (empty dropdown menu).
 - Notes:** (empty text area).
- Buttons:** A 'Save' button is located at the bottom left of the form.

1. From the **Student** tab on the Truancy Analytics, click the **Intervention** button.
2. Use the **Search** tool at the top to bring in your participant.
3. Select the **Intervention Type**. Data entry fields will change depending on the Intervention Type selected.
4. Use the **Referred By** drop-down to select the staff member who is recommending the intervention.
5. Enter the **External Partner** if student is receiving intervention from an off-site source.
6. Enter the **Start Date** for the intervention. You can also enter **Notes** about the intervention if needed.
7. Click the **Save** button to complete the intervention.

Verify-SIM Attendance Data Exchange

Student Attendance Process Flow



1) Gradebook to SIM

- Teachers record classroom attendance in Gradebook. This information is moved to IMPACT SIM every 30 minutes throughout the day.

2) Verify to SIM

- Disciplinarians enter misconducts and suspension start and end dates in Verify. An interface generates the ISS and SUS suspension attendance codes in SIM for the respective dates each evening.

3) SIM to Verify

- Attendance data from SIM is transferred to Verify each evening. All attendance data (daily, period and homeroom) in Verify is read-only and originates from SIM.

4) SIM to Gradebook

- Any adjustments made to attendance in SIM are synchronized back to Gradebook each evening.

Suspension Attendance Codes: Detailed Description

Changes made to suspension dates on a Student Code of Conduct infraction in Verify will be processed and applied to SIM during the nightly data transfer.

Modifying and/or deleting Suspensions: If suspension start and end dates are modified or the suspension is completely deleted from a misconduct the applicable suspension attendance codes will be removed from SIM.

Example: If the original suspension duration is changed from 5/6- 5/12 to 5/6- 5/8. The ISS/SUS code formerly applied to 5/8-5/11 will be removed and replaced with the attendance code that was in SIM before the suspension was first entered.

Recommendation: Check IMPACT SIM to ensure that the attendance value was restored, if there have been any changes to a student's schedule the old attendance value will not get restored.

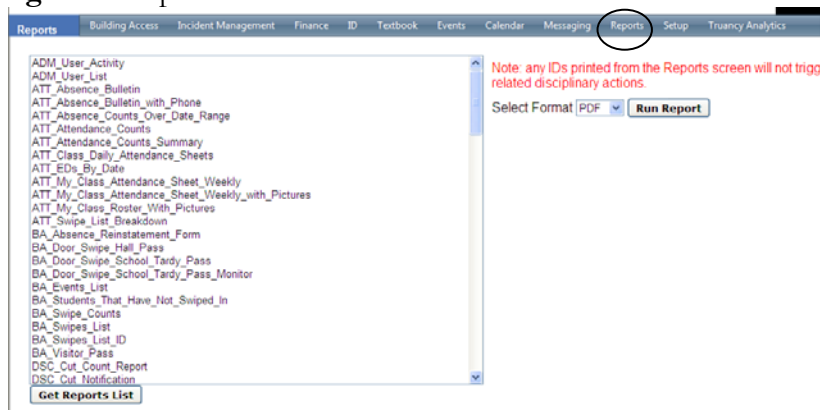
Note: SUS/ISS attendance codes in SIM should not manually selected. Suspension dates should be updated in Verify and will automatically generate or update the attendance codes in SIM.

Reports

Using the Reports

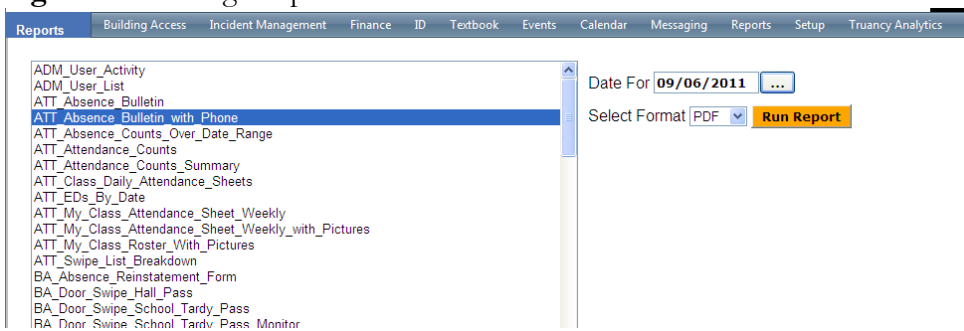
The Reports module within Verify.net contains a number of reports that will help you utilize and analyze your school's truancy and attendance data. The attendance reports in Verify contain excused, unexcused, half day and full day absence data from SIM. Click on **Reports** to view the list of reports available; the reports available to you will depend on the type of access you have.

Figure 6. Reports Module.



Select the report you want to run and define the parameters for the report on the right. In the example below we need to select the date and the format.

Figure 7. Running a report.



Report Descriptions

The table on the next two pages contains descriptions for some of the key Verify.net reports. There are additional door swipe and attendance reports available; door swipe report titles begin with BA and attendance report titles begin with ATT.

Report Category	Report Title	Description
Door Swipes	BA_Swipes_List_ID, BA_Swipes_List*	List of students that have swiped within a specified date range. Includes Swipe Date/Time, Student ID, Division, Student Name, Status, Period/Cause and YTD Doorswipe Tardy Count.
	BA_Students_That_Have_Not_Swiped_In	List of students that have not swiped in on a specific date. Includes Student ID, Division, Student Name, Home Phone, Guardian Phone and Guardian Name.
Attendance	ATT_My_Class_Roster_With_Pictures	Class roster by teacher for a specified school year. Includes Student Name, Student ID, Division Room Number and the students' picture.
	ATT_Absence_Bulletin_With_Phone	List of students with unexcused half day or full day absences on a specific date. Includes SIM attendance code, Student ID, Division, Student Name, Semester Absences (total to date), Today Absences (total for the day specified), Home/Guardian Phone. Also includes a school-level summary at the top of the report that shows total absence count (including half days), students enrolled, percentage of students absent and percentage of students present (based on current enrollment).
	DSC_Cut_Count_Report	List of students that have cuts within a specified date range and the count of semester cuts to date for each student. Cuts are identified by students who swiped in or were marked present by their division or homeroom teacher and had a period attendance value of AUX in SIM. Includes Student ID, Homeroom, Student Name, and the Counts of Cuts for the date range specified in the report and for the current semester.
	DSC_Cut_Report_by_Division	List of students that have cuts by division within a specified date range. Cuts are identified by students who swiped in or were marked present by their division or homeroom teacher and had a period attendance value of AUX in SIM. Includes Division Name, Teacher Name, Student ID, Student Name, Date, Period.
Detention	DSC_Detention_Counts	List of pending detentions by student within a specified date range. Includes Student ID, Homeroom, Student Name and Total Pending Detentions.
	DSC_Detention_Counts_by_Division	List of students that have pending detentions by division within a specified date range. Includes Division Name, Teacher, Student ID, Student Name and Total Pending Detentions.
	DSC_Detention_Notice	One page detention notice per student for students that have a pending detention within a specified date range. Includes Student Name, Student ID, Homeroom, Date Acquired On, Date Must Serve on, Cause, Guardian Name.
	DSC_Detention_Reminder	One page detention reminder per student for students that have a pending detention within a specified date range. Includes Student Name, Homeroom, Homeroom Teacher, Guardian Name, Guardian Address, Infraction Date, Detention Date, Cause, Students' Class Schedule.

Report Category	Report Title	Description
Suspensions	DSC_Infraction_List	List of all students with an in-school or out-of-school suspension within a specified date range. Includes Suspension Start Date, Suspension Return Date, Days of Suspension, Student ID, Student Name, Homeroom, SCC Code, Type of Suspension.
	DSC_Infraction_List_With_Pictures	List of all students with an in-school or out-of-school suspension within a specified date range and includes student pictures. Includes Suspension Start Date, Suspension Return Date, Days of Suspension, Student ID, Student Name, Homeroom, SCC Code, Type of Suspension and student picture.
	DSC_SuspensionDaysCount	List of total suspension days by school and by student. Includes School Name, Student ID and Total Suspension Days.
SCC Violations	DSC_Infractions_Export	List of all SCC violations within a specified date range. Includes Event ID, Created Date, Student ID, Student Grade Level, Student Full Name, Student Birthdate, Conference Type, Suspension Type, Action Type, Infraction Date, Infraction Group, Infraction Description, School Name, School ID, Student Gender, Student Special Ed Status.
	DSC_Infractions_By_InfractionLevel	Line graph that charts the number of SCC Violations by level (Group 1, Group 2, etc.) and the number of students with in school and out of school suspensions for a specified time period.
	DSC_SCC_Violations_Avg_per_Day_by_Month	Bar graph that charts the average number of SCC Violations that occurred per day, by month, for a specified date range.
	DSC_SCC_Violations_by_Location	Bar graph that charts the total number of SCC Violations that occurred, at each location, within a specified date range.
	DSC_SCC_Violation_by_SCC_Code	Bar graph that charts the total number of SCC Violations that occurred, for each SCC code, within a specified date range.
	DSC_Student_Misconducts	Generates all Misconduct Reports a student has received while enrolled at a school.
	DSC_SCC_Violations_by_Time_of_Day	Bar graph that charts the total number of SCC Violations that occurred by time of day, within a specified date range.
	DSC_Students_Multiple_Misconducts	Bar graph that charts the total number of SCC Violations for each student, for students with 5 (or whatever number you specify) or more SCC Violations, within a specified date range.