

MEMORANDUM

TO: District Superintendents
Student Services Directors
Attendance Supervisors
Incident Management Coordinators
Principals

FROM: Tonia Smith, Director
Office of Student Support

DATE: August 5, 2025

RE: 2025-26 Discipline and Attendance Data Collection Training Opportunities

The Office of Student Support is hosting a series of webinars titled Chronic Absenteeism, Dropout, Truancy, and Incident Management Data Collection, beginning August 14, 2025. These webinars are designed to help participants better understand state and federal data collection and reporting requirements.

Please share this information with the appropriate individuals in your district and schools and encourage them to use the links below to register.

Webinar Date and Time	Webinar Description and Registration Link
August 14, 2025 10:00 a.m.–11:30 a.m.	Chronic Absenteeism, Dropout, Incident Management and Truancy Update Webinar Participants will receive updated dropout collection, chronic absenteeism, incident management, and truancy collection information to assist them in meeting the collection timelines.
August 14, 2025 2:00 p.m.–3:00 p.m.	New Dropout Coordinators Webinar (District Level) This session will provide an overview of the roles and responsibilities of a newly assigned dropout coordinator to facilitate the collection of the school district's dropout data.

Webinar Date and Time	Webinar Description and Registration Link
August 19, 2025 10:00 a.m.–11:30 a.m.	Dropout Webinar This session is designed to assist new school personnel with the coding of school dropouts. This session will provide a detailed overview of dropout policies and procedures for collection of dropout data. Participants will learn how to code dropouts properly utilizing PowerSchool.
August 21, 2025 10:00 a.m.–11:30 a.m.	Truancy Webinar This session is designed to assist new school personnel with the coding of truants. This session will provide an overview of the truancy regulation. Participants will learn how to code truants properly utilizing PowerSchool.
August 28, 2025 10:00 a.m.–11:30 a.m.	Chronic Absenteeism Webinar This session is designed to assist new school personnel with the coding of attendance. This session will provide an overview of chronic absenteeism reporting. Participants will learn how to utilize the attendance reports and chronic absenteeism reports.
September 9, 2025 10:00 a.m.–12:30 p.m.	Incident Management 101 Webinar This session is designed to assist new school personnel with the coding of behavior incidents in Incident Management. This session will provide an overview of the codes used to complete state and federal reports [i.e., Gun-Free Schools Act, Persistently Dangerous Schools, UMIRS, and the Report of Children with Disabilities Subject to Disciplinary Removal (Table 5)].

The webinars will be hosted using [Microsoft Teams](#). If you are unable to participate, you may [request a copy](#) of the recording/training materials.

Finally, in an effort to ensure that district contacts are updated for the 2025–26 school year, please make sure your district reviews and updates the following roles in the District and Entity Management System (DEIMS), accessible through the “Member Center” at [Home - South Carolina Department of Education](#): Attendance Supervisor, Incident Management Coordinator, Hearing Officer, Dropout Coordinator and Student Services Director.

If you have any questions, please send an email to attendance@ed.sc.gov; discipline@ed.sc.gov or dropoutprev@ed.sc.gov.