



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MEMORANDUM**

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

**FROM:** Aveene Coleman  
Interim Director, Office of Student Intervention Services

**DATE:** August 15, 2023

**RE:** Discipline and Attendance Data Collection Training Opportunities

The Office of Student Intervention Services is hosting a series of webinars titled *Chronic Absenteeism, Dropout, Truancy, and Incident Management Data Collection*, beginning Tuesday, August 22, 2023. 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 22, 2023 10:00 a.m.–11:30 a.m.	<a href="#">Chronic Absenteeism, Dropout, Incident Management and Truancy Update Webinar</a>  Participants will receive updated dropout collection, chronic absenteeism, incident management and truancy collection information to assist them in meeting the collection timelines.
August 23, 2023 2:00 p.m.–3:00 p.m.	<a href="#">New Dropout Coordinators Webinar (District Level)</a>  This session will provide an overview of the roles and responsibilities for 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 24, 2023 10:00 a.m.–11:30 a.m.	<a href="#">Dropout Webinar</a>  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 28, 2023 10:00 a.m.–11:30 a.m.	<a href="#">Truancy Webinar</a>  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.
September 5, 2023 10:00 a.m.–11:30 a.m.	<a href="#">Chronic Absenteeism Webinar</a>  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 28, 2023 10:00 a.m.–12:30 p.m.	<a href="#">Incident Management 101 Webinar</a>  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 in one or more of the webinars, you may request a copy of the recording and other training materials via the following link: [Request Recordings](#).

Finally, in an effort to ensure that district contacts are updated for the 2023–24 school year, please make sure your district reviews and update 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, and Student Services Director.

If you have any questions, contact Aveene Coleman at 803-734-3057 or [acoleman@ed.sc.gov](mailto:acoleman@ed.sc.gov).