

SASI Input Requirements



Appendix C: 2004-05 Truancy Records

There are four **offense codes** for truancy cases filed AND heard by the court:

Parent contributing to Truancy (TEC 25.093(a))	TRU PARENT	370
Filed against student at 3 UNX absences (TEC 25.094)	THREE AB	375
Filed against student at 10 UNX absences (TEC 25.094)	TEN AB	380
Student failed to enroll (TEC 25.085)	FAIL ENROLL	385

There are two **disposition codes** (action taken):

Truancy fine assessed	095
Truancy no fine	100

Each field in the SASI discipline module is discussed at length in the SASI Manual. These are suggestions for how to fill in each field for **TRUANCY** records:

Field	Automatic or entered by User?	Suggested information for entering Truancy records
1st line	Automatic	The student's first name, middle name, last name, grade, gender and Student ID display from the Student atom.
Incident Date	Automatic but can be changed by user	Use the day the student/parent went to court. Indicates the date during which the offense occurred. This date must be a valid school day. The student MUST be enrolled in your campus on this date. If the student withdrew before you went to court, use the last full day he/she was registered on your campus.
Incd #	Ignore this field	This field will not be used but the system will default a value. Do not edit this field.
School	User enters	Indicates your school number. You can enter your school number or select from the pop-up list.
Disc Cd	User enters - see above	Indicates a discipline code (or offense). For truancy – 370, 375, 380, or 385
Disc Description	Automatic	Displays description for discipline code selected.
Disp Code	User enters – see above	Indicates the disposition code (or disciplinary action). For truancy – 095 or 100.
Disp Description	Automatic	Displays description for disposition code selected.

Disp #	Ignore this field	This field will not be used but the system will default a value. Do not edit this field.
Day	User enters	Days assigned should be ZERO for truancy records. The DAY field is automatically populated with a zero. If the number of days assigned is zero (truancy cases, campus-based dispositions), do not enter this field or tab through this field. The system will not accept the user to type a zero in this field.
S/L	Ignore this field	Indicates the security level.
Police Info	User enters	Use N/A.
Refer Date	Automatic but can be changed by user	Use the day the student/parent went to court. This date must be a valid school day.
School	Automatic	Indicates the student's current school.
Report First Name	User enters	Indicates the first name of the staff person who went to court or who filed the case.
Report Last Name	User enters	Indicates the last name of the staff member who went to court or who filed the case.
State Incd #	Automatic but can be changed by user	Indicates the number of the incident within the campus (case number). Each incident has a unique number. The system will automatically default this number when an incident is added.
Ethnic	Automatic	Displays the student's ethnicity from the Student atom.
Action Setting	User enters or leaves blank	Leave this blank.
Actual Length	User enters or leaves blank	Leave this blank.
Rsn (Difference Reason Code)	User enters or leaves blank	Leave this blank.
Stu Victim	User enters	Indicate zero.
Staff Victim	User enters	Indicate zero.
Other Victim	User enters	Indicate zero.
Position	User enters	Indicate the position of the staff person who went to court or who filed the case.
Comments	User enters	Any relevant information you may wish to enter.
Disposition button	Ignore	DO NOT use this button.

If you have questions about truancy filing, please call Linelle Clark-Brown (414-0201)