

# TRUANCY CASE MANAGEMENT



# Truancy Hunter™

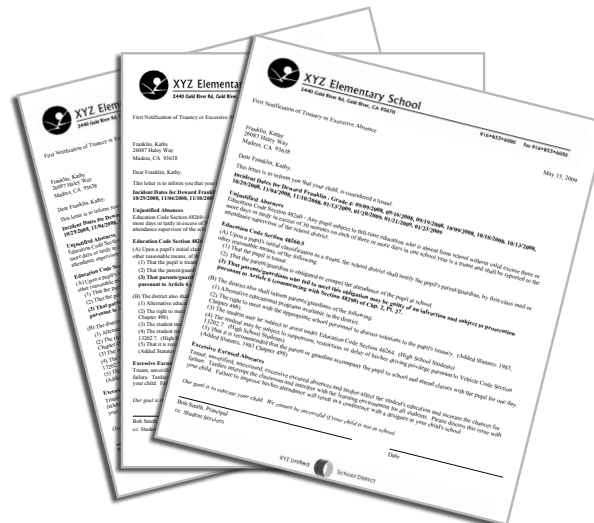
A Proactive Solution to Truancy



Truancy Hunter™ is a web-based tool that completely automates truancy tracking from the initial truant through the SARB process. By utilizing data directly from the district's existing student information system, Truancy Hunter™ identifies and allows for the processing of truant students.

## Features & Benefits:

- Data is exported from your Student Information System and uploaded to Truancy Hunter on an interval of the district's choice.
- Students who qualify for a First Notification of Truancy (3 unexcused absences) are identified for the sites.
- An email notification is sent when the site has new truants to process.
- Additional unexcused absences trigger students to move through the letter process all the way to SARB referral.
- Truancy letters are printed on school letterhead.
- Letters are checked by Axiom for compliance to ensure mandate reimbursement eligibility.
- Mandate reimburseable time for the Habitual Truant letter can be recorded within the program.



# Truancy Hunter™ Training Manual

## How to print a letter

1

**Show mandated or optional letters.**

**Mouse over icon for symbol description.**

**Students with this symbol need to be processed.**

**Use pages to scroll through students.**

**Truancy Hunter™**  
A proactive approach to truancy  
Powered by **Axiom**  
Management Advisors & Consultants

Process | Printed | Search | Reports | Setup | Profile | Log Out

Show **Mandated** Sort **Approved** Display **8** Filter **Off** Key

	Letter 1	Letter 2	Letter 3	SARB Referral
<input type="checkbox"/> Alvarado, Isaiah				
<input type="checkbox"/> Alvarez, Celeste				
<input type="checkbox"/> Alvarez, Deanna				
<input type="checkbox"/> Anava, Bionca				
<input type="checkbox"/> Anava, Justine				
<input type="checkbox"/> Aquino, Alexandra				
<input type="checkbox"/> Aquino, Angelica				
<input type="checkbox"/> Arevalo, Anthony				

Check All Uncheck All Page 1 of 41

**Summary**

Student Count	321
First Letters Sent	2
Total Reimbursement	\$34.56

**Process**

Selected to Approve: 0

Selected to Print: 0

Undo selected (checked).

Mandate reimbursable time.

2

**First, check the students you want to approve.**

**Next, click Approve**

**School Services of California**  
Truancy Hunter™  
A proactive approach to truancy  
Powered by **Axiom**  
Management Advisors & Consultants

XYZ Elementary Process | Printed | Search | Reports | Setup | Profile | Log Out

Show **Mandated** Sort **Approved** Display **8** Filter **Off** Key

	Letter 1	Letter 2	Letter 3	SARB Referral
<input checked="" type="checkbox"/> Alvarado, Isaiah				
<input type="checkbox"/> Alvarez, Celeste				
<input checked="" type="checkbox"/> Alvarez, Deanna				
<input type="checkbox"/> Anava, Bionca				
<input checked="" type="checkbox"/> Anava, Justine				
<input type="checkbox"/> Aquino, Alexandra				
<input type="checkbox"/> Aquino, Angelica				
<input type="checkbox"/> Arevalo, Anthony				

Check All Uncheck All Page 1 of 41

**Summary**

Student Count	321
First Letters Sent	2
Total Reimbursement	\$34.56

**Process**

Selected to Approve: 3

Selected to Print: 0

Undo selected (checked).

Mandate reimbursable time.

3

The screenshot shows the Truancy Hunter interface for XYZ Elementary. At the top, it says "School Services of California, Inc." and "Truancy Hunter™ A proactive approach to truancy". It is powered by Axiom. The interface includes a navigation bar with "Process | Printed | Search | Reports | Setup | Profile | Log Out". Below this is a control panel with "Show Mandated", "Sort Approved", "Display 8", "Filter Off", and a "Key" section with various icons. The main area is a table with columns: Letter 1, Letter 2, Letter 3, and SARB Referral. The table lists several students, with some rows highlighted in green. A callout bubble points to the green rows, stating "Approved students are shown in green." Below the table is a "Summary" section with the following data:

Summary	
Student Count	321
First Letters Sent	2
Total Reimbursement	\$34.56

To the right of the summary is a "Process" section with buttons for "Approve", "Print", "Undo", and "Edit". A callout bubble points to the "Print" button, stating "Click Print." At the bottom of the table, there are "Check All" and "Uncheck All" buttons and a pagination indicator "Page 40 of 41".

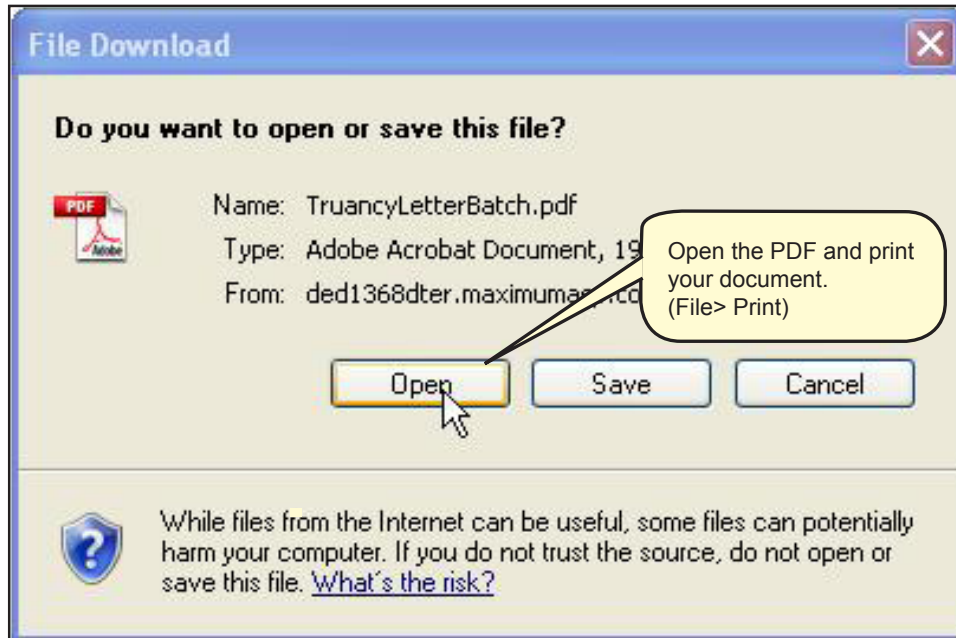
4

The screenshot shows the Truancy Hunter interface for XYZ Elementary, specifically the "Printed" section. It includes the same header and navigation as the previous screenshot. The main area is divided into two sections: "Print Queue" and "Print History". The "Print Queue" section has a "Hide" button and a table with the following data:

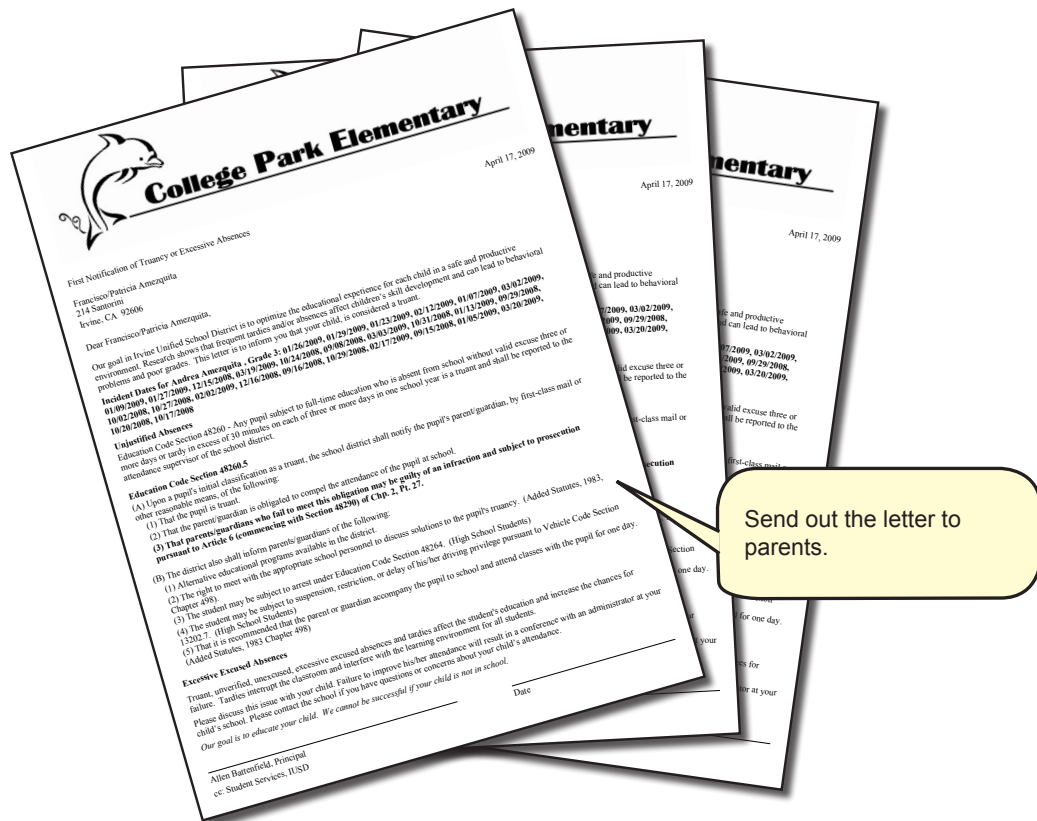
		Time	Date	Letters (#)	User	
<a href="#">Print</a>	<a href="#">Labels</a>	10:18 AM	07/23/2009	3	April Meier	<a href="#">Delete</a>
<a href="#">Print</a>	<a href="#">Labels</a>	12:37 AM	07/15/2009	1	April Meier	<a href="#">Delete</a>

A callout bubble points to the "Print" link in the first row, stating "Click Print to open the PDF of the letters you wish to print." Below the "Print Queue" is the "Print History" section, which has a "Hide" button and currently displays "No Batches". A callout bubble points to the "Print History" section, stating "View the history of letters you printed."

5



6



Repeat these steps for each letter needed.

# How to schedule a parent meeting (Letters 2&3)

Note: You must schedule a parent meeting before printing letter 3.

1

XYZ Elementary

Process | Printed | Search | Reports | Setup | Profile | Log Out

Show **Mandated** Sort **Approved** Display **8** Filter **Off** Key

	Letter 1	Letter 2	Letter 3	SARB Referral
<input type="checkbox"/> <a href="#">Aleman, Maiesty</a>				
<input type="checkbox"/> <a href="#">Alvarez, Celeste</a>				
<input type="checkbox"/> <a href="#">Anava, Bionca</a>				
<input type="checkbox"/> <a href="#">Aquino, Alexandra</a>				
<input type="checkbox"/> <a href="#">Aquino, Angelica</a>				
<input type="checkbox"/> <a href="#">Arevalo, Anthony</a>				
<input type="checkbox"/> <a href="#">Ariaza, Desiderio</a>				
<input type="checkbox"/> <a href="#">Armenta, Monica</a>				

Check All  Uncheck All

Page 1 of 41

**Summary**

Student Count	321
First Letters Sent	5
Total Reimbursement	\$86.40

**Process**

Selected to Approve: 0

Selected to Print: 0

Undo selected (checked).

Mandate reimbursable time.

Click the yellow check mark to approve the letter and schedule a meeting.

2

**Meeting (Mandatory)**

Date:  Time:

Location:   Method:  Confirmed On:

Attendees:

Name	Title	Phone	Email	Attending	Email Invite		
Eamon Kane			ekane@iusd.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Linda Taylor			ltaylor@iusd.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Chairperson:  Case Manager:

**Meeting Results**

Completion Date: 3/3/2009  
Completion Time: 9:00AM - 2:00PM  
Results Summary: as planned.

Enter the meeting details and save.

Add Attendees and send email invitation.



3

School Services of California, Inc. **Truancy Hunter™** A proactive approach to truancy. Powered by **Axiom** Management Advisors & Consultants

XYZ Elementary | Process | Printed | Search | Reports | Setup | Profile | Log Out

Show **Mandated** | Sort **Name** | Display **8** | Filter **Off** | Key

	Letter 1	Letter 2	Letter 3	SARB Referral
<input type="checkbox"/> <a href="#">Aleman, Majesty</a>				
<input type="checkbox"/> <a href="#">Alexander, Brian</a>				
<input type="checkbox"/> <a href="#">Alvarado, Isaiah</a>				
<input type="checkbox"/> <a href="#">Alvarez, Celeste</a>				
<input type="checkbox"/> <a href="#">Alvarez, Deanna</a>				
<input type="checkbox"/> <a href="#">Anaya, Blanca</a>				
<input type="checkbox"/> <a href="#">Anaya, Justine</a>				
<input type="checkbox"/> <a href="#">Aquino, Alexandra</a>				

Check All |  Uncheck All | Page 1 of 41

#### Summary

Student Count	321
First Letters Sent	11
Total Reimbursement	\$190.08

#### Process

Selected to Approve: 0

Selected to Print: 0

Undo selected (checked).

Mandate reimbursable time.

This icon indicates the meeting has passed, click to enter the results of the meeting.

4

### Meeting Results

Meeting Completion Date:

Did parents attend?  Did student attend?

Start time:    End time:

Name	Title	Phone	Email	Title
Eamon Kane			ekane@iusd.org	<input type="checkbox"/>
Eamon Kane			ekane@iusd.org	<input type="checkbox"/>
Linda Taylor			ltaylor@iusd.org	<input type="checkbox"/>

Results

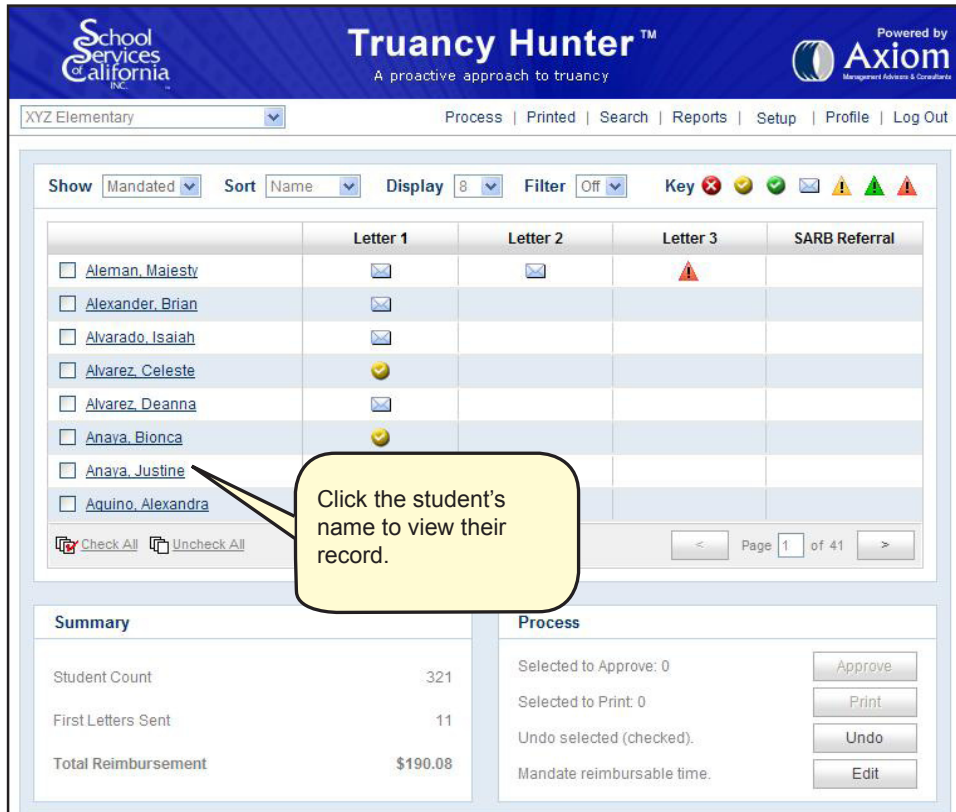
Parent promised to get him to school regularly.

Enter the meeting results, record the end time and attendees.

Click Save.

# How to view a student record

1



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XYZ Elementary | Process | Printed | Search | Reports | Setup | Profile | Log Out

Show **Mandated** | Sort **Name** | Display **8** | Filter **Off** | Key **✖** **✔** **⚠** **📧** **📄** **🔍**

	Letter 1	Letter 2	Letter 3	SARB Referral
<input type="checkbox"/> <a href="#">Aleman, Majesty</a>	✉	✉	⚠	
<input type="checkbox"/> <a href="#">Alexander, Brian</a>	✉			
<input type="checkbox"/> <a href="#">Alvarado, Isaiah</a>	✉			
<input type="checkbox"/> <a href="#">Alvarez, Celeste</a>	✔			
<input type="checkbox"/> <a href="#">Alvarez, Deanna</a>	✉			
<input type="checkbox"/> <a href="#">Anava, Bionca</a>	✔			
<input type="checkbox"/> <a href="#">Anava, Justine</a>				
<input type="checkbox"/> <a href="#">Aguino, Alexandra</a>				

Check All |  Uncheck All | Page 1 of 41

**Summary**

Student Count: 321

First Letters Sent: 11

Total Reimbursement: \$190.08

**Process**

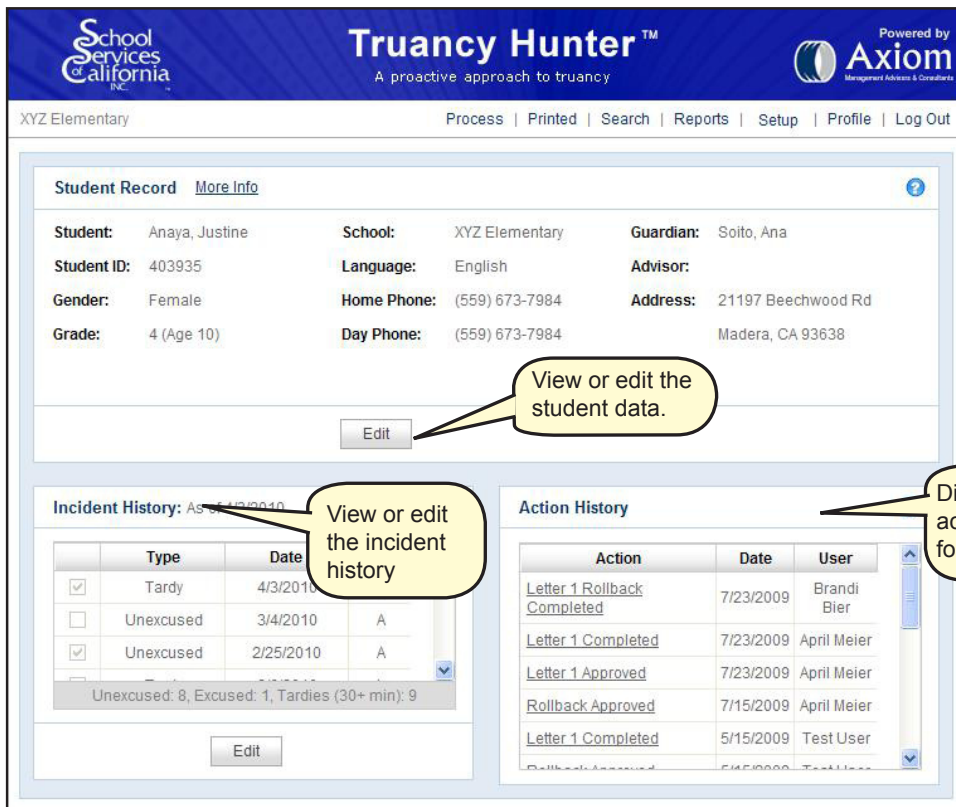
Selected to Approve: 0

Selected to Print: 0

Undo selected (checked).

Mandate reimbursable time.

2



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XYZ Elementary | Process | Printed | Search | Reports | Setup | Profile | Log Out

**Student Record** [More Info](#)

<b>Student:</b> Anava, Justine	<b>School:</b> XYZ Elementary	<b>Guardian:</b> Soito, Ana
<b>Student ID:</b> 403935	<b>Language:</b> English	<b>Advisor:</b>
<b>Gender:</b> Female	<b>Home Phone:</b> (559) 673-7984	<b>Address:</b> 21197 Beechwood Rd
<b>Grade:</b> 4 (Age 10)	<b>Day Phone:</b> (559) 673-7984	Madera, CA 93638

**Incident History:** As of 7/15/2010

	Type	Date	
<input checked="" type="checkbox"/>	Tardy	4/3/2010	
<input type="checkbox"/>	Unexcused	3/4/2010	A
<input checked="" type="checkbox"/>	Unexcused	2/25/2010	A

Unexcused: 8, Excused: 1, Tardies (30+ min): 9

**Action History**

Action	Date	User
<a href="#">Letter 1 Rollback Completed</a>	7/23/2009	Brandi Bier
<a href="#">Letter 1 Completed</a>	7/23/2009	April Meier
<a href="#">Letter 1 Approved</a>	7/23/2009	April Meier
<a href="#">Rollback Approved</a>	7/15/2009	April Meier
<a href="#">Letter 1 Completed</a>	5/15/2009	Test User

# How to record mandate reimbursable time

1

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XYZ Elementary

Process | Printed | Search | Reports | Setup | Profile | Log Out

Show **Mandated** Sort **Name** Display **8** Filter **Off** Key

	Letter 1	Letter 2	Letter 3	SARB Referral
<input type="checkbox"/> <a href="#">Aleman, Majesty</a>				
<input type="checkbox"/> <a href="#">Alexander, Brian</a>				
<input type="checkbox"/> <a href="#">Alvarado, Isaiah</a>				
<input type="checkbox"/> <a href="#">Alvarez, Celeste</a>				
<input type="checkbox"/> <a href="#">Alvarez, Deanna</a>				
<input type="checkbox"/> <a href="#">Anaya, Bionca</a>				
<input type="checkbox"/> <a href="#">Anaya, Justine</a>				
<input type="checkbox"/> <a href="#">Aquino, Alexandra</a>				

Check All  Uncheck All

Page 1 of 41

**Summary**

Student Count: 321

First Letters Sent: 11

Total Reimbursement: \$190.08

**Process**

Selected to Approve: 0

Selected to Print: 0

Undo selected (checked).

Mandate reimbursable time.

Click Edit to log your mandate reimbursable time.

2

**Truancy Hunter™**  
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XYZ Elementary

Search | Reports | Setup | Profile | Log Out

**Record Mandate Reimbursements**

Student	Approval Date	Finalize Date	Verification of prior truancies (Minutes)	Time to schedule a parent conference (Minutes)	Reclassify pupil as a habitual truant (Minutes)
<input checked="" type="checkbox"/> Majesty Aleman	7/23/2009	7/23/2009	15.000	15.000	0.000

Check All  Uncheck All

**Update Minutes**

Activity: **Verify Minutes** Minutes:  Per student: **Per student**

Select the students you worked on.

Choose the activity and enter the minutes, then click update.



# How to print an optional letter

1

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XYZ Elementary | Process | Printed | Search | Reports | Setup | Profile | Log Out

Show **Optional** | Sort **Name** | Display **8** | Filter **Off** | Key

New Ancillary Step	
<input checked="" type="checkbox"/> Aleman, Majesty Divine	
<input checked="" type="checkbox"/> Alvarado, Isaiah Marcos	
<input checked="" type="checkbox"/> Alvarez, Adrian Roberto	
<input type="checkbox"/> Anaya, Justine Deon	
<input type="checkbox"/> Arevalo, Anthony Regino	
<input type="checkbox"/> Ariaza, Desiderio	
<input type="checkbox"/> Ayala, Elizabeth	
<input type="checkbox"/> Balbas, James Daniel	

Check All |  Uncheck All | Page 1 of 18

**Summary**  
Student Count: 0

**Process**  
New Ancillary Step | **Print**

2

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XYZ Elementary | Process | Printed | Search | Reports | Setup | Profile | Log Out

**Print Queue** Hide

		Time	Date	Letters (#)	User	
<a href="#">Print</a>	<a href="#">Labels</a>	11:20 AM	07/23/2009	1	April Meier	<a href="#">Delete</a>

**Print History** Hide

		Time	Date	Letters (#)	User	
<a href="#">Print</a>	<a href="#">Labels</a>	11:41 AM	07/23/2009	3	April Meier	<a href="#">View</a>
<a href="#">Print</a>	<a href="#">Labels</a>	11:19 AM	07/23/2009	6	Brandi Bier	<a href="#">View</a>

# How to edit the signatures

XYZ Middle Home | Printed | Search | Reports | Setup | Signatures | Profile | Log Out

Choose Signature By:  
Last Name:  Grade:

Print Duplicate Letters in English:

Signature Configuration:

Step Name: Letter 1 Order: 1

Required Incidents: Excessive Excused: 10 Unexcused: 3

Signature: Bob Smith, Principal CC: Robert Amaro  
Last Name: A To z

Signature:  CC:   
Last Name:  To

Signature Configuration:

Step Name: Letter 1 Order: 1

Required Incidents: Excessive Excused: 10 Unexcused: 3

Signature: Bob Smith, Principal CC: Robert Amaro  
Last Name: A To z

Signature:  CC:   
Last Name:  To

Step Name: Letter 2 Order: 2

Required Incidents: Excessive Excused: 15 Unexcused: 4

Signature: CC:  
Last Name: To

Signature:  CC:   
Last Name:  To

# How to view a report

**1**

Click the Reports link to access.

Click on the report you want to open for your school or district.

**2**

View the report.

Truancy Hunter To Do List					
XYZ School District					
Student ID	Name	Grade	Last Incident	# Incidents	
<b>XYZ Elementary</b>					
<b>Send Notification of Truant</b>					
001500	Jeremy Bargas	1	3/20/2010 12:00:00 AM	55	
001517	Abigail Weber	5	3/17/2010 12:00:00 AM	12	
001518	Hannah Weber	3	3/17/2010 12:00:00 AM	10	
001576	Genevieve Laird	2	9/23/2009 12:00:00 AM	4	
001589	Trinity Dawie	2	3/10/2010 12:00:00 AM	15	
001622	Gerardo Mestizo	3	4/20/2010 12:00:00 AM	22	
001717	Celeste Navarrete	5	3/2/2010 12:00:00 AM	10	
001722	Ethan Lorraine	1	2/19/2010 12:00:00 AM	6	
001844	Charles Waltrip	2	4/3/2010 12:00:00 AM	24	
001846	Pete Herrera	2	4/2/2010 12:00:00 AM	17	
001899	Cristian Garcia	2	4/18/2010 12:00:00 AM	18	
001958	Andreas Rios	2	4/18/2010 12:00:00 AM	12	
002226	Dylan Shippey	1	2/11/2010 12:00:00 AM	7	
002234	Shane Gray	1	4/21/2010 12:00:00 AM	12	
002259	Tyler Roe	2	3/13/2010 12:00:00 AM	27	
002390	Mikaela Dinis	6	3/30/2010 12:00:00 AM	8	
002622	Yessenia Estefania Flores	1	12/12/2009 12:00:00 AM	4	
002718	Marco Montufar	1	1/5/2010 12:00:00 AM	4	
002769	Taylor Lindstedt	1	11/13/2009 12:00:00 AM	19	
003160	Joseph Diaz	1	4/20/2010 12:00:00 AM	29	
003265	Danielle Ornelas	2	3/23/2010 12:00:00 AM	17	
003291	Anissa Perez	1	4/20/2010 12:00:00 AM	17	
003573	Alejandro Talavera	1	3/27/2010 12:00:00 AM	9	
003580	Aaliya Sandoval	1	3/23/2010 12:00:00 AM	24	
003594	Isalah Garcia	1	12/9/2009 12:00:00 AM	19	
		1	4/3/2010 12:00:00 AM		

Page 1 of 20  
Printed On 10/21/2009 12:48:21 PM