

# Intradistrict Communication

DATE: August 24, 2023

TO: Principals  
Assistant Principals  
Elementary Administrative Assistants  
Secondary Attendance Secretaries

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services  
Sharon Jensen, Consultant, Student Support Services  
Caleb Olson, Enrollment Consultant, Planning & Enrollment

SUBJECT: Skyward Discipline Updates, August 2023

---

Please make note of the following changes when entering discipline in Skyward:

1. Two new codes have been added to Skyward:

- THG: Theft. State reported, requires an incident number. At present, this code will report to USBE as part of "ROB – Robbery".
- MIH: Minor Horseplay. Is not state reported. Added to be used as an "entry level" offense before "PAT – Physical Attack" or "FIG – Fighting / Mutual Combat".

Please discard any current yellow discipline code cards. New cards will be provided to schools by the beginning of September.

2. State-reported offense codes will display in Skyward with an "I#" at the beginning of their name/description. This is a reminder to administrators that this code, when used as an offense, requires an "Incident Number" in order for reporting to properly process. Because of how Skyward stores the name of each offense code, this change will show on entries made for previous years in addition to new entries.

3. The code "TRC – Truancy Compulsory Ed" has been redefined in light of information provided by USBE. This code should be used for recording attendance interventions for truant students (meaning students missing half a school day or more without a valid excuse on a regular basis, NOT a student who misses one or more periods infrequently). Interventions logged with "TRC" may include attendance letters and 10-day drops. The "APV – Attendance Violation / Truancy" code should be used when logging students who "sluff" class or are absent from a small number of periods without a valid excuse.

4. The action code "RPC – Restor Prac" has been added to allow schools to create action records for any type of restorative practice used with students.