



#008-22

Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #008-22

DATE: January 14, 2022
TO: Division Superintendents
FROM: Rosa S. Atkins, Ed.D., Acting Superintendent of Public Instruction
SUBJECT: Reporting Attendance and Truancy Related Behaviors on the Student
Behavior and Administrative Response (SBAR) Data Collection

The [Code of Virginia, § 22.1-277](#), prohibits the use of suspensions or expulsions as a response to events related to attendance. Simply stated, a school division cannot suspend or expel a student for truancy.

In light of this code, school divisions should not have any suspensions or expulsions due to non-attendance. But, if for any reason, a student was suspended or expelled for non-attendance, the Virginia Department of Education (VDOE) requires it be reported on the SBAR data collection. A warning within SBAR will be generated when a Behavior Code of BAP4, BAP5, or BSO4 and a Disciplinary Sanction Code of STS1, STS2, or ISS are used in the same event. Descriptions of the code values are in **Attachment A**.

Additionally, a narrative describing the reason a suspension or expulsion was issued for an attendance related behavior will be required and incorporated into the SBAR data collection verification process. This justification must clearly state all reasons as to why the school is not complying with § 22.1-277 of the *Code of Virginia* and a plan to correct noncompliance.

Subsequent plans and justifications will be components of a review process across multiple offices at the Department.

It is important that school divisions adequately educate and train administrators that a student cannot be suspended or expelled for attendance reasons.

As a reminder, [Superintendent's Memo 233-21](#), *2021-2022 Student Behavior and Administrative Response Collection*, includes many details about the purpose and governance for collecting SBAR data. In this memo, divisions are also reminded that **all events resulting in an administrative response are expected to be reported**. An administrative response includes any Behavioral Intervention, Instructional Support, Disciplinary Action, Alternative Placement or Notification to Law Enforcement.

Resources including a user's manual, code sets, training presentations and additional information regarding the 2021-2022 data elements of the SBAR collection can be found on the [Student Behavior and Administrative Response Collection website](#).

For more information

Questions regarding the SBAR data collection should be directed to the Office of Data Services at ResultsHelp@doe.virginia.gov. The [VDOE's SBAR website](#) may also be a resource for school officials.

Questions regarding SSWS and gaining access to the SBAR application should also be directed to the Office of Data Services at ResultsHelp@doe.virginia.gov.

For questions about the student code of conduct, please contact Doranda Scott at Doranda.Scott@doe.virginia.gov or Rebecca Kahila at Rebecca.Kahila@doe.virginia.gov in the Office of Student Services.

RSA/CWB

- A. Attachment: [Description of SBAR Code Values](#) (DOCX)