

TRUANCY CORRECTION GUIDELINES/PROCEDURES

Local School Districts should:

- 1. Have a truancy and attendance policy adopted and on file in the district office and published in the student handbook. This policy should include:**
 - a. A definition of valid cause for absence/(s)
 - b. A description of corrective procedures to be used for indentifying the cause(s) of unexcused absenteeism
 - c. Supporte services to be made available to truant or chronically truant students

Reminders:

Unexcused absences only may be counted towards truancy and in order for this procedure to work, unexcused absences must be noted in your attendance records and totaled by school personnel for court records. In-school suspension is counted as truancy if the student fails to attend. Out-of-school suspension cannot be counted as truancy.

After a student has demonstrated an irregular attendance pattern (4 unexcused or excessive absences) the following steps should be followed by the school before considering an Initial Truancy Referral.

STEP 1 - Steps schools should take to improve attendance; **Steps 1-6** need to be done before a referral can be made to the Regional Office of Education.

- 1. *Conference with the student**
- 2. *Letter number 1 mailed to the parents**
- 3. *Counselor intervention (if you have one)**
- 4. *Letter number 2 mailed to parents**

5. ***Parent Conference and/or administrator contact.**
6. ***Mail letter 3 – Referring student to ROE.**
7. Social Worker interventions (Optional)
8. Change student schedule/program(Optional)
9. In-School team meeting(Optional)
10. Multi-disciplinary staffing/Special Education Testing, if needed (Optional)
11. Complete Truancy/Attendance Tool for JHS/HS Students. Tool can be found on Regional Alternative School (RAS) website. (Optional)

STEP 2 –Complete Request for Initial Truancy - Regional Office of Education. Student should have a least 4 unexcused absences and/or excessive number of absences when making a referral.

1. Complete Online Initial Referral. After the school completes the online referral the Truancy Outreach Specialist (TOS) will begin monitoring the student's progress with the assistance of the school.

2. After Initial Referral completed:

- Truancy Letter will be mailed from the ROE.
- Copy of referral sent to Truancy Outreach Specialist.
- Parent/student will be contacted by TOS.
- TOS will regularly monitor student's attendance.
- TOS will conduct student conferences when necessary.
- TOS will meet with family and assess their needs when necessary.
- TOS will make referral to community based agencies when necessary.
- TOS with assistance from school will write an attendance plan if necessary.

If attendance improves TOS will continue to monitor and this is as far as it goes. If attendance does not improve and the parents are non-compliant with the TOS

and/or school district it may be necessary to take the individual students and parents to **Step 3 – The Truancy Review Board.**

STEP 3 – Report non-compliance to the Truancy Review Board (TRB). The goal of the TRB is to gather information and discuss causes of excessive absences and then to identify corrective steps to improve the student’s attendance.

1. Hearing date set.
2. Regional Superintendent or designee will conduct hearing.
3. School must complete **Report of Non-Compliance with School Attendance Law.** Present at the hearing.
4. The following parties are required to attend the hearing: Parents, student, TOS, school administrator/s.
5. Attendance Plan written. Includes local resources if needed.
6. Summary of Attendance Plan mailed to the parents and school.

If attendance improves monitoring will continue and no further action will be needed. If the students attendance does not improve and/or parents continue to be non-compliant the TOS will formally file request for petition with the States Attorney- **STEP 4.**

STEP 4 – Referral to the States Attorney

1. Petition filed by State’s Attorney for hearing
2. Options: Adult Court, Juvenile Court, Truant in need of supervision, contempt for non-attendance per Court Order.
3. If attendance improves local resources and monitoring by TOS will continue to be provided.

**For Additional Information on Compulsory Student Attendance Refer to
ILLINOIS SCHOOL CODE – Section 26**