

TRUANCY GUIDELINES / PROCEDURES

Student: \_\_\_\_\_ Year \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ Beginning of Year Request for Doctor Note  
 Date (If doctor note was requested last school year, same request made this year)

\_\_\_\_\_ Beginning of Year Attendance Letter  
 Date (Welcome/Concern letter sent to parents of students who missed 10 days or more during last school year) \_\_\_\_\_ = (absences last school year)

\_\_\_\_\_ Letter of Concern for Excessive Number of Absences  
 Date (Sent when student's absences start to accumulate)

**Steps taken to improve student attendance:**

**Date**

- |  |       |
|--|-------|
| 1. Conference with student   | _____ |
| 2. Letter #1 mailed to parent - Request for Doctor Note  | _____ |
| 3. Counselor Intervention  | _____ |
| 4. Letter #2 mailed to parent - Request for Parent Meeting   | _____ |
| 5. Parent conference and/or administrator contact  | _____ |
| 6. Letter #3 – Attendance Referral to ROE<br><i>Student must have 4 unexcused absences and/or an excessive number of absences when making a referral.*</i> | _____ |

**\*Complete Online Request for Initial Truancy**

*A truancy letter will be mailed from the ROE*

*Parent/student will be contacted by Truancy Outreach Specialist*

*If attendance does not improve, student/parents go to Truancy Review Board*

*Hearing date is set*

*Regional supt. or designee conducts hearing*

*School completes Report of Non-Compliance and present at hearing*

*Required to attend hearing: Parents, student, TOS, school administrator*

*Attendance plan is written and summary mailed to parents and school*

*If attendance does not improve, TOS will formally file a request for petition with States Attny.*

*Petition filed by State's Attorney for hearing*

*Options: Adult court, Juvenile court, Truant in need of supervision, Contempt for non-compliance per court order*

**Other Letters**

- Tardy Letter - *Notifies parent/guardian of tardies* Date(s) sent: \_\_\_\_\_
- Physician's Office Letter - *Requests assistance from doctor with notes being written to excuse student* Date(s) sent: \_\_\_\_\_
- ROE Health Note Requirement Letter sent to Doctor - *sent by ROE*