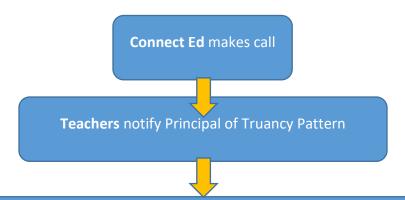
School-Based Truancy Interventions

Truancy Court Intervention Flow Chart



Attendance Clerk

Mails 5 or 10-day truancy letter to Parent/Guardian informing of consequences of non-attendance. Dispatch when 5 unexcused absences in a calendar month or 10 unexcused absences in 90 days.

Informal Meeting with Parent/Guardian **School Designee**

- Discuss 5 or 10- day letter sent. Inform parent again of compulsory school
- Meet by phone or in person
- Use Attendance Warning Form to document contact, then place paperwork in cumulative folder.
- Require doctor's note if 10 or more absences.

Attendance improves, no further school action needed.

No Improvement **Attendance Clerk**

• Mail 10/90-day letter with date

for first meeting.

Parent Fails to Attend First Meeting

- Verifies address
- Attempt to reschedule first meeting if needed
- Mail or provide first (Tier 1) for parent's signature

Formal Meeting Parent/Guardian

- Attends first Meeting
- Signs contract

Breach of First Contract

 Forward to District **Truancy Officer**

Successful

Intervention

District Truancy Officer

- Makes 2 or more attempts to meet parent/guardian
- Provides intervention and resources.

Truancy Court District Truancy Officer

 Implements **Truancy Court** Procedures