**Attendance**

**Stewart County Student Attendance Protocol**

**10 or more Unexcused Absences:**

Truancy Officers or Designee will refer to Department of Juvenile Justice by filing a juvenile complaint (Form90).

Complaint will be staffed with the DA’s Office to determine disposition, to include Mediation, Informal Adjustment, Diversion, Dismissal or petition to appear before the Juvenile Court Judge.

**7 Unexcused Absences and/or 10 Absences total:**

Principal or Other Designated Administrator will call parent(s)/guardian(s)

**5 Unexcused Absences:**

Refer to AST, including possibility of referral to Magistrate…**AND**

2 reasonable attempts to notify parents, in writing, of AST Meeting and attendance to date…**AND**

**Referral to Truancy Officers,** if available. (If Truancy Officers are not available, refer to School Social Worker, School Counselor, or Designee)

**5 Unexcused Absences:**

Attendance Postcards/letter will be sent

**3 Absences (Excused or Unexcused):**

Homeroom Teacher or Administrative Designee will call parents