

## **Regional Office of Education #53**

### **Truancy Intervention Program – Reporting Process & Procedures**

Prior to each referral, school should initiate **at least three interventions** to correct truancy (*unexcused absences*). Appropriate interventions include: phone calls with parents, letters sent home, conversations with students addressing issues, home visits, meetings with parents/ student, school intervention staffing, incentive programs, etc.

**\*\*Truancy tickets are NOT acceptable interventions\*\***

#### **First Referral**

1. If student does not make adequate progress after the interventions, school makes initial referral to Truancy Intervention Program.
2. Assistant Regional Superintendent sends out initial truancy notice to parent / guardian.
3. Case Manager monitors student attendance and attempts to contact family  
*\*Case Manager may place student on caseload on discretionary basis.*

#### **Second Referral**

1. If student does not make adequate progress after the notice and additional interventions, school makes second referral to Truancy Intervention Program.  
*\*Must be at least 7 school days following the first referral.*
2. Assistant Regional Superintendent sends out second truancy notice to parent / guardian.
3. Case Manager monitors student attendance and attempts to contact family.  
*\*Case Manager may place student on caseload on discretionary basis (if not already on caseload).*

#### **Third Referral**

1. If student does not make adequate progress after prior notices and interventions, school makes third referral to Truancy Intervention Program.  
*\*Must be at least 7 school days following the second referral.*
2. Assistant Regional Superintendent sends out third truancy notice to parent.  
*\*Case Manager will put student on caseload (if not already on caseload).*

#### **Truancy Hearing**

1. If student does not make adequate progress after the notices and interventions and has accumulated at least 9 days of unexcused absences within the past 180 school attendance days, Regional Superintendent sends out hearing notice to parent.
2. Regional Superintendent conducts truancy hearing and orders student to return to school immediately without any additional unexcused absences.
3. Schools monitor student's attendance.
4. Case Manager monitors and works with student and family as necessary.

#### **Court Involvement**

1. If student does not make adequate progress, Case Manager refers student to State's Attorney's Office.
2. State's Attorney's Office takes court action for neglect-related issues (on discretionary basis).

#### **When caseworker puts student on caseload...**

1. Case Manager attempts to meet with student and parent / guardian to discuss attendance concerns.
2. Case Manager constructs individual attendance improvement plan and details plan with student and parent / guardian.
3. Case Manager monitors student attendance and works with student / family.
4. Case Manager makes referrals to outside agencies as necessary.