

PROCEDURES FOR FILING TRUANCY ALLEGATIONS

I. RESPONSIBILITY OF THE SCHOOL

A. Absent (Three Unexcused)

Tardy (Three Unexcused)

1. Notify parent(s) - by phone or letter (1st notification - awareness, needs to be corrected)
 - a. Document notification - type of contact, date, results, etc.

B. Absent (Four or Five Unexcused)

Tardy (Four or Five Unexcused)

1. Notify parent(s) - by letter (2nd notification - discussing law and interventions)
 - a. Document notification - type of contact, date, results, etc.
 - b. Document the different interventions used to correct the problem.

C. Absent (Six Unexcused)

Tardy (Six Unexcused)

1. Send the student profile to the DPP office for a Final Notice to be served.

For secondary students, absences and tardies may be combined for a grand total of six (6).

II. RESPONSIBILITY OF THE DIRECTOR OF PUPIL PERSONNEL

- A. Serve Final Notice to the parent or student.

III. FOLLOW-UP RESPONSIBILITY OF THE SCHOOL

- A. After the Final Notice has been served and a student misses another unexcused absence or tardy, Complete the Truancy Allegation Form (Check to make sure "ALL" sections are complete. This information is very important and necessary to the court system.) The DPP office will file allegations with the court system.

IV. FOLLOW-UP RESPONSIBILITY OF THE DIRECTOR OF PUPIL PERSONNEL

- A. File Final Notice with the court system.

V. FOLLOW-UP RESPONSIBILITY OF THE SCHOOL

- A. Fax or email the appropriate division of the court system (County Attorney's office or CDW office) each time a student has additional unexcused absences and/or tardies.

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