

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 (Six Unexcused)

Tardy (Six Unexcused)

1. Notify parent(s) - by phone or 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 (Nine Unexcused)

Tardy (Nine Unexcused)

For secondary students, absences and tardies may be combined for a grand total of nine (9).

1. Complete the Truancy Allegation Form (Check to make sure "ALL" sections are complete. This information is very important and necessary to the court system.)

SEND COMPLETED DEPARTMENT OF PUPIL PERSONNEL TRUANCY ALLEGATIONS/ASSESSMENT FORM WITH CURRENT ATTENDANCE DATA TO THE DIRECTOR OF PUPIL PERSONNEL AT THE BOYD COUNTY CENTRAL OFFICE. AT THE TIME THE FORM IS RECEIVED THE DIRECTOR OF PUPIL PERSONNEL WILL SERVE FINAL NOTICE ON THE PARENT OR STUDENT, AS APPROPRIATE.

II. RESPONSIBILITY OF THE DIRECTOR OF PUPIL PERSONNEL

- A. Serve Final Notice to the parent or student.
- B. Send a copy of the Final Notice back to the school.

III. FOLLOW-UP RESPONSIBILITY OF THE SCHOOL

- A. Notify the Director of Pupil Personnel upon the next unexcused absence/tardy of the student.
- B. **PRINCIPAL/DESIGNEE BE PREPARED TO BE IN COURT WHENEVER A STUDENT WITHIN YOUR SCHOOL RESPONSIBILITY IS TO APPEAR IN COURT FOR TRUANCY.**

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

- A. File Final Notice with the court system.