

DeWitt, Livingston & McLean Counties

Truancy Procedures

Local School Districts should:

I. Have a truancy and absenteeism policy adopted and on file in the district office and published in the student handbook.

This policy should include:

- A. A definition of valid cause for absence(s)
- B. A description of diagnostic procedure to be used for identifying the cause(s) of unexcused absenteeism
- C. The identifying of supportive services to be made available to truant or chronically truant students

II. Have provided, or offered to provide, supportive services – preventative, diagnostic, intervention, remedial (complete truancy assessment form)

DOCUMENTATION IS THE KEY TO THE SUCCESS OF THIS PROCESS:

Step #1 The Principal/Assistant Principal/Dean of Students should send out his/her own letter concerning attendance to the parent/guardian (prior to the fourth unexcused absence).

Upon the fourth unexcused absence, please complete the **INITIAL TRUANT REFERRAL REPORT** and submit to the Office Coordinator. Registered letter # 1 will be sent to the parent/guardian by the Regional Office of Education.

Step #2 Upon the tenth unexcused absence complete the **REPORT OF NON-COMPLIANCE WITH SCHOOL ATTENDANCE LAW FORM** attaching the completed truancy assessment form, attendance record and all appropriate documentation indicating services offered/implemented for this student. Submit this packet to the Office Coordinator. The parent/guardian will be notified of an appearance before the DeWitt-Livingston & McLean County Truancy Review Board.

Step #3 Upon the 18th **UNEXCUSED ABSENCE** (18 unexcused full days total) or more submit official attendance record to Truancy Specialist or Office Coordinator. At this point, registered letter #2 will be sent to the parent/guardian and a copy will be submitted to the State's Attorney's Office. A petition will be filed by the State's Attorney's Office and a hearing date will be scheduled.

REMINDERS:

Unexcused absences only may be counted and in order for this procedure to work, unexcused absences must be noted in your attendance records and totaled by school personnel for court records. **In-school suspension is counted as truancy if the student fails to attend. Out-of-school suspension cannot be counted as truancy.**

The State's Attorney requires names and addresses of both parents. If the school records do not have this information please state that on the initial truancy form. Do not leave the parent's name line blank. Please fill in "no information on file" if you do not have both parents listed in school records.