

TRUANCY CORRECTION GUIDELINES

Step 1

STUDENT HAS IRREGULAR ATTENDANCE PATTERN

Step 2

SCHOOLS EXHAUST ALL LOCAL RESOURCES

Desired Results

Conferences(s) with student
Parental contact(s) (phone/letter)

School conferences(s)

Counselor interventions(s)

Social worker interventions(s)

Change student schedule/program

In-School team meeting: Example—student support teams

Multi-disciplinary staffing/Special Education

Testing, if needed

Call truant/outreach coordinator prior to referral

Other _____

Step 3

INITIAL REFERRAL TO TRUANCY/OUTREACH COORDINATOR

Desired Results

Truancy letter #1 sent; copy to school officials

Copy of referral to Truancy Coordinator

Parent/Student contacted

Gather information; determine previous agency involvement

School conference

Medical needs/issues

Referral to adult family counselor

Meet with family and assess their needs

Referral to community based agencies

When student reaches 4 days
unexcused absence

Attendance improves: Local
continue to be provided

Step 4

REPORT OF NON-COMPLIANCE WITH SCHOOL ATTENDANCE

When student reaches 10 days
Unexcused absences. Required for
Truancy review Board

Step 5

DEWITT, LIVINGSTON & MCLEAN COUNTIES TRUANCY REVIEW BOARD

Desired Results

Parents, student, truant/outreach coordinator, community service

Agencies, school officials and truancy coordinators

Identify problems and make suggestions to change attendance patterns

Monitoring continues

Attendance improves: Local resources
continue to be provided

Step 6

COURT SYSTEM

Desired Results

Referral to State's Attorney/Court System

Truancy letter #2 sent to parents

Petition filed by State's Attorney for hearing

Options: Adult court, Juvenile Court, Truant in need of Supervision, contempt for non-attendance per Court Order

Attendance improves: Local resources
continue to be provided