

Student Information

Name: _____

Student's age: _____

Student's grade level: _____

Student has one of the following:

- Individualized Education Plan
- Section 504 Plan

Campus attended: _____

Truancy Prevention Measures After Second Absence

On _____ (*date*) after the student's **second** absence within a four-week period, the district implemented the following truancy measures:

- The parent/guardian received a telephone call from a campus representative to discuss the student's absences.
- The parent/guardian received a home visit from a campus representative to discuss the student's absences.
- Other (*please describe*):

Following the application of this truancy measure, the student:

- Had continued absences on _____ (*dates*).

Truancy Prevention Measures After Third Absence

The following required actions were taken after the above-named student failed to attend school without excuse on three or more days or parts of days within a four-week period:

- The student has failed to attend school without an excuse on three or more days or parts of days within a four-week period.

[Attach attendance report]

The four week period during which the the three absences occurred was:
_____ (starting date) to _____ (ending date).

The dates of the three absences within the four-week period were:

Absence 1: _____

Absence 2: _____

Absence 3: _____

- The student's parent or guardian was informed in writing of the student's absences and of the parent's or guardian's duty to monitor school attendance and require the student to attend school.

Date Notice was sent: _____

Name of parent or guardian to whom the notice was sent:

Address to which the notice was sent:

- A meeting was scheduled with school officials and the parent or guardian to discuss the causes of absences and an Attendance Plan was created to improve attendance.

Date of the Meeting: _____

Individuals in attendance:

[Attach attendance plan]

- If appropriate, notification was sent to the ARD committee or the Section 504 Committee to consider whether the student's attendance issues warrant an evaluation, reevaluation, and/or modifications to the student's IEP or Section 504 plan, as appropriate.

Date of the Meeting: _____

Individuals in attendance:

Following the application of these truancy measures, the student:

- Had continued absences on _____ (dates).

[Attach attendance report]

Truancy Prevention Measures After Fifth Absence

The following required actions were taken after the above-named student failed to attend school without excuse on five or more days or parts of days within a four-week period:

- +
Date of the Meeting: _____

Individuals in attendance:

[Attach proof of attendance quiz]

Student was referred to the school counselor to address truancy.

Following the application of these truancy measures, the student:

Had continued absences on _____ (dates).

[Attach attendance report]

Truancy Prevention Measures After Ten or More Absences

In accordance with law, the District may make a referral to truancy court if a student has failed to attend school without excuse for ten or more days or parts of days within a six-month period in the same school year.

A referral to court must be made within ten days of the student's tenth absence.

The six-month period during which the absences occurred was:

_____ (starting date) to _____ (ending date).

Date of the ten absences within the six-month period:

Absence 1:	Absence 6:
Absence 2:	Absence 7:
Absence 3:	Absence 8:
Absence 4:	Absence 9:
Absence 5:	Absence 10:

Student was referred to truancy court on _____ (date).

OR

Truancy Prevention measures are succeeding, and it is in the best interest of the student not to make or to delay making a referral to truancy court.