DuPage Regional Office of Education (DROE) has received the chronic truancy referral - next steps...

DROE Truancy Program Assistant will screen each referral to ensure that it is complete and accurate taking the following into consideration:

- Does the student fit the definition of a chronic truant as it is spelled out in the Illinois Compulsory Attendance Law?
- Has the school provided and documented the supportive services?

**ACCEPTED**

- Letter 1 is mailed to the parent and school and initial casework begins.
- Within a week of Letter 1, a date will be scheduled for all to meet.
- Via ISBE, an Individualized Optional Education Plan (IOEP) is designed.
- DROE Behavior Interventionist (BI): Facilitate programs and services to schools, students, and families for the purpose of promoting positive school attendance. Coordinate efforts with schools, community agencies, county departments and local law enforcement through specific interventions for referred youth, and the facilitation of best practice strategies.

**RETURNED**

- If guidelines are not met, the referral will be returned to the referring school for a follow-up discussion.
- It is the school's responsibility to continue to coordinate efforts to address behaviors and to update the DROE regularly on attendance and grades.
Student’s attendance improves

YES

Student’s attendance will be monitored on a regular basis.

YES

Student’s attendance will be monitored on a regular basis.

NO

Letter 2 is mailed

BI will continue to work with the family, school, and student to provide services and create a plan to understand underlying cause of truancy. District will continue to support the student using a variety of tools and resources.

Student’s attendance improves

YES

Letter 3 is mailed-notification of Administrative Truancy Hearing

An administrative truancy hearing will be scheduled with DROE, student, parents, BI, and school personnel. Student and parent will collaborate and design a contract outlined in the hearing. BI will continue to work with the family, school, and student to provide services and monitor compliance with contract. District will continue to support the student using a variety of tools and resources.

NO

After team review, further steps may include a court referral.