

Truancy Intervention Flow Chart

Stage	Criteria	Team Actions	Parent/Student Action
1	<p>7 excused absences –</p> <p>The attendance team refers all students with 7 excused absences to the student support team for review.</p>	<ul style="list-style-type: none"> • Team Review • Determine why absent? • Phone call to parent to discuss situation • Resources given to family 	<p>Talk with student</p> <p>Phone call to parent/guardian</p>
2	<p>9 excused absences –</p> <p>The attendance team continues to update the student support team for students who continue to have excused absences for student support team to review.</p>	<ul style="list-style-type: none"> • Team review • Parent/student/school meeting • Behavioral Assessment started (ROE suggestions on website) • Open summary form on ROE website and complete form, ongoing information as you progress thru the steps of truancy. • Require doctor notes • Release of Information signed • Explain truancy process going forward • Provide any resources needed to family • Update attendance team to any changes in attend. Requirement for student. i.e. doctors notes required or unexcused 	<p>School meeting</p> <p>Behavioral Assessment</p> <p>Doctors notes</p> <p>Parent/guardian and student sign attendance intervention plan</p>
3	<p>3 unexcused absences</p> <p>The attendance team continues to update the student support team for students who continue to have excused /unexcused absences for student support team to review.</p>	<p>After all of the above have been considered and applied:</p> <ul style="list-style-type: none"> • Team review • Send initial letter for truancy • Update summary form on ROE website 	<p>After the above actions have been taken:</p> <p>1st letter on truancy received</p>
4	<p>6 unexcused absences</p>	<ul style="list-style-type: none"> • Team review • Send 2nd letter for truancy • Parent/student/school meeting • Update summary form on ROE website 	<p>2nd letter received</p> <p>School meeting</p>
5	<p>8 unexcused absences</p>	<ul style="list-style-type: none"> • Team review • Send 3rd letter for truancy • Update summary form on ROE website 	<p>3rd letter received</p> <p>Phone call</p> <p>District level intervention/problem solving meeting with student and parent/guardian, and ROE Behavior Intervention Specialist</p>
6	<p>9+ unexcused absences</p>	<ul style="list-style-type: none"> • Refer the truant minor to ROE via website summary form • Update summary form on ROE website with attendance bi-weekly 	<p>ROE Behavior Intervention Specialist takes on active role in the process</p>