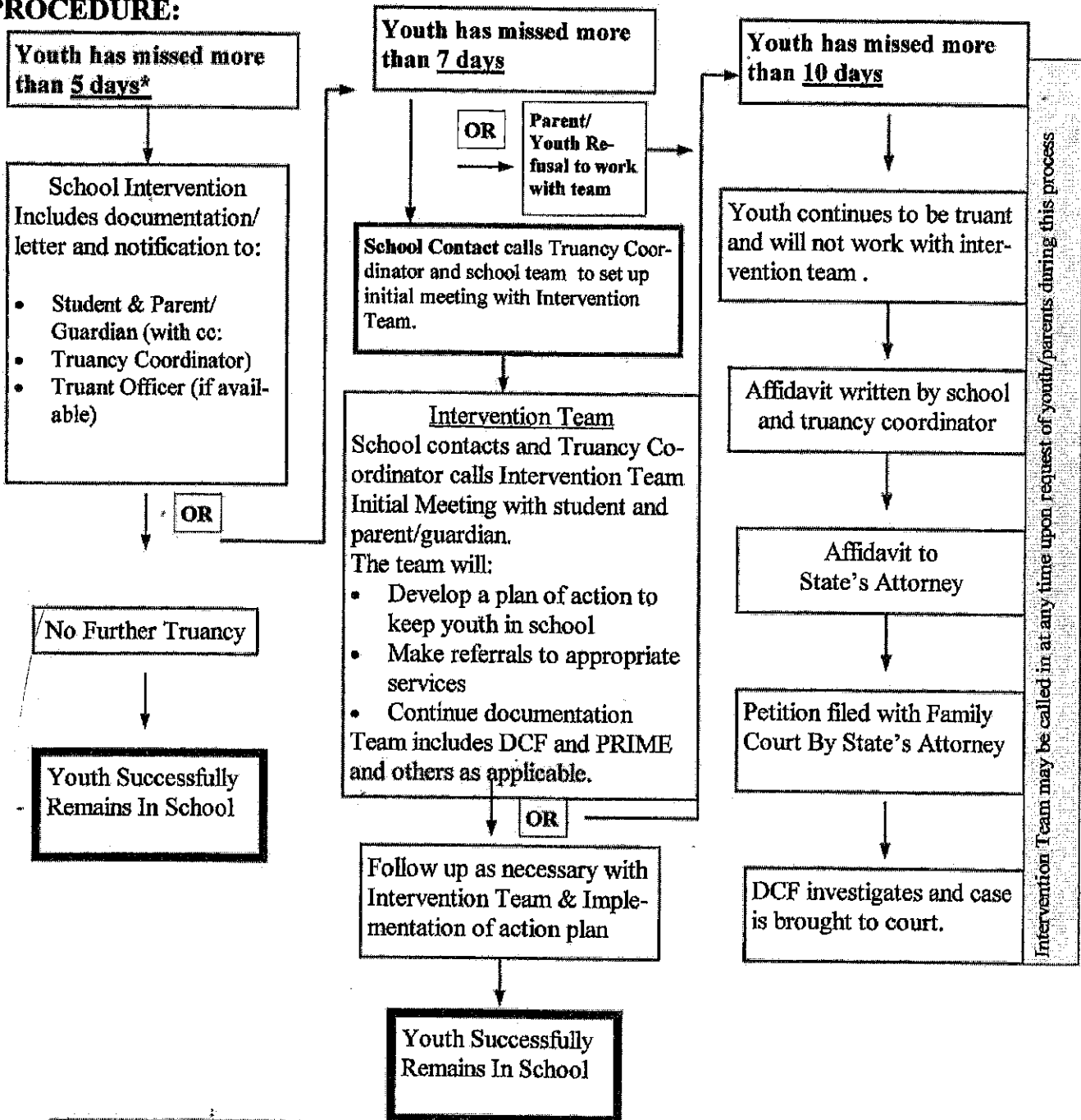


## Regional Attendance/Truancy Policy and Procedures

### POLICY:

“A student shall be declared truant if he/she has had unexcused absences from school for more than ten days in one semester. Truant is inappropriate absences from school, which is defined as unexcused or insufficient excuse for absence. After five inappropriate absences, the procedures will be followed. “

### PROCEDURE:



\* Districts utilize their own interventions and are in contact with students and families prior to beginning the process. This ensures that the students and families have been informed of the attendance policy. The onset of this process is left to the individual school's discretion.

**RUTLAND REGION'S TRUANCY PROJECT**  
**COMMUNITY INTERVENTION SUMMARY REPORT**

*(Please forward to Deputy State's Attorney's office with your affidavit)*

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Date of Community Intervention Meeting: \_\_\_\_\_

In Attendance:

	Name	Relationship/Position
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Intervention Meeting Summary:

Total Absences =  
Excused =  
Unexcused =  
Tardies =

"NO-SHOW"

Intervention Plan Outline:

- 
- 
- 
-

# AFFIDAVIT ADDENDUM ATTENDANCE REPORT

Student Name:

School:

# of Unexcused Absences:

# of Excused Absences:

# of Tardys:

Family Attitude/Cooperation:

Student Attitude:

School Contact Person / Phone:

Report completed by:

Date of Report:

[School Logo]

**SAMPLE**

\_\_\_\_\_  
(date)

Dear \_\_\_\_\_  
(parent or guardian)

Our records indicate that your child (child's name) has had five (5) unexcused absences from school. \_\_\_\_\_ Our school districts attendance policy mandates that we consider your child truant if he/she has had more than ten (10) unexcused absences. Our district views school attendance as a parent or guardians responsibility. Failure to ensure that your child is attending school may constitute educational neglect and lead to legal action.

I have alerted the Drop Out Recovery Coordinator working with us and after seven (7) days of unexcused absences, you will be notified of the time and date of a Community Intervention team meeting . **YOU AND YOUR CHILD MUST ATTEND THIS MEETING!** We will be developing an action plan to support your child's staying in school and identify the community resources available to you to ensure his/her school attendance. Should you and your child fail to attend that meeting and his/her unexcused absences continue reaching more than ten (10) unexcused absences, he/she will be identified as truant. Once truant, I will notify you by phone and refer your child's case to Social Rehabilitation Services. At SRS, a case worker will be assigned, the case reviewed and forwarded to the State's Attorney's office to be filed with Family Court for action.

**Our goal is to work with you and your child before he/she is identified as truant.** Truancy is a behavior that can lead to poor performance, academic failures and more serious problems throughout your child's life.

Please let us know if we can help. Feel free to contact us or stop in before or after school hours.

Sincerely,

CERTIFIED MAIL # \_\_\_\_\_

[School Logo]

SAMPLE

\_\_\_\_\_  
(date)

Dear \_\_\_\_\_  
(parent or guardian)

Our records indicate that your child \_\_\_\_\_ has had seven (7) unexcused absences from school, \_\_\_\_\_

Our school districts attendance policy mandates that we consider your child truant if he/she has had more than ten (10) unexcused absences. Our district views school attendance as a parent or guardians responsibility. Failure to ensure that your child is attending school may constitute educational neglect and lead to legal action.

Our Truancy intervention team meeting has been set for \_\_\_\_\_

We expect that you (the parent(s) or guardian(s), along with your child attend this meeting. Failure to attend and continued absences will result in truancy and a referral to SRS, the State's Attorney's office and Family Court.

Our goal for this meeting will be to set up a plan that supports your child's staying in school. We look forward to meeting with you and your child around this issue.

Please feel free to contact me with any questions or concerns.

Sincerely,

CERTIFIED MAIL# \_\_\_\_\_

[School Logo]

SAMPLE

\_\_\_\_\_  
(date)

Dear \_\_\_\_\_  
(parent or guardian)

Our records indicate that our intervention strategies have been unsuccessful and that your child \_\_\_\_\_ has had more than ten (10) unexcused absences from school.

Our school districts attendance policy mandates that *we consider your child truant if he/she has had more than ten (10) unexcused absences.*

We are forwarding this information and/or an affidavit to the SRS office in preparation for filing this case with the State's Attorney. Please feel free to contact Tony Graziano at the SRS office (786-5817) with any questions you may have.

Sincerely,

CERTIFIED MAIL# \_\_\_\_\_