

**BILLINGS PUBLIC SCHOOLS
TRUANCY PLAN**

Student Name _____ **School** _____ **Grade** _____

After first unexcused absence, a Truancy Plan is to be initiated on the student as follows:

<input type="checkbox"/>	Step 1	Call parent, document time, date, number, who was reached and response.	
Date:	Time:	Ph. No.:	Contact Name:
Response:			
<input type="checkbox"/>	Step 2	Call parent, document time, date, number, who was reached and response.	
Date:	Time:	Ph. No.:	Contact Name:
Response:			
<input type="checkbox"/>	Step 3	Call parent, document time, date, number, who was reached and response.	
Date:	Time:	Ph. No.:	Contact Name:
Response:			
<input type="checkbox"/>	Step 4	Referral to Truancy Center to dispatch Truancy Deputy for home visit to parent/guardian/person responsible for child's truancy violation. <input type="checkbox"/> First visit - Truancy Deputy gives Truancy Violation form (Form D) and obtains signature of parent/guardian/person responsible for receipt of violation. Date: Time:	
<input type="checkbox"/>	Step 5	Letter sent to home. In the letter home it will specify that that parent has to make an appointment to meet with the school representative(s). (Form B available on the Billings Public Schools website.) <input type="checkbox"/> A school/parent strategies contract will be completed at this time. (Form C on the Billings Public Schools website.)	
<input type="checkbox"/>	Step 6	<input type="checkbox"/> Second visit - Upon Completion of the Truancy Deputy Home visits, parent is responsible for making an appointment with Truancy Center Director to fill out the Expectation Form (Form E). Parent will receive a copy of the Expectation Form at the end of the appointment. Date of Appointment Date: Time:	
<input type="checkbox"/>	Step 7	Continued truancy will result in a referral to the County Attorney office for possible prosecution.	