

How to Request Truancy Mediation in Davis County

When to request truancy mediation:

- Any time you are concerned about a student's attendance up to the point you would make a referral to the juvenile court for truancy.
- Truancy mediation may also be requested after a referral is made to the juvenile court for truancy.

How to make the request:

- The school will contact the parent(s) or guardian(s) in a non-threatening way to discuss the need for mediation and explore three available dates/times for mediation.
- The school will send a truancy mediation information sheet to the parent(s) or guardians(s)
- The school will then fill out a google referral form requesting mediation. The google form can be found at <https://goo.gl/forms/MEw7hygQzGY7PIQX2>.
- The google form will ask for the following information:
 - School administrator or contact person with email address and phone number.
 - The school and school district where the youth attends school and county of residence.
 - Name, date of birth, and grade level of student.
 - Parent(s)/Guardian(s) name and home address.
 - Three possible dates/times parent, student, and school administrator are available for a mediation.
- The local mediation coordinator will arrange for a mediator and notify the school of the mediator's name and phone number.
- The school will confirm the time of the mediation with the parent(s) or guardian(s).

Who should attend the mediation:

- Student
- Parent(s) or guardian(s)
- All school staff involved with the student's attendance (principal, assistant principal, school counselor, school psychologist, teacher, etc.)

What to expect:

- All truancy mediations are facilitated at the school.
- Room size - A private room adequate for 6-10 people.
- Plan on two hours per mediation (School staff are not required to be present in the room the entire two hours. The mediator will be meeting alone with the student and parent(s) during a caucus. It is important that a school representative with authority to make decisions remains nearby.
- If the mediation requires an interpreter, plan on three hours for mediation.

During the mediation the school contact person provides:

- School reports (grades, attendance, transcript) that can be shared with the mediator, student and family.

After the mediation the school contact person will:

- File the original Agreement to Mediate and the Memo of Understanding (MOU) at the school.
- Provide a copy of the Agreement to Mediate and Memo of Understanding to the student/parent.
- Send evaluation forms to the Administrative Office of the Courts in the pre-paid envelope that will be provided.
- Monitor compliance with the MOU (agreement).
- Attach a copy of the Memo of Understanding if you make a habitual truancy referral to the juvenile court.

Contact Bart MacKay bartm@utcourts.gov (435) 986-5754 with questions or to get more information.