

Chronic Absenteeism/Truancy Alert Logic

Elementary		
Report	If	Required Action
Call from school	ANY student has ONE (1) UNEXCUSED absence in a MONTH	INFORM parent/guardian in writing or via phone
A	ANY student has THREE (3) UNEXCUSED absences in a MONTH	INFORM parents of need to CONFERENCE
B	ANY student has FIVE (5) UNEXCUSED absences in a MONTH	INFORM parents of need to establish a CONTRACT REFER to Community Truancy Board (CTB)
C	ELEMENTARY student, age SIX (6) or OLDER has FIVE (5) EXCUSED absences in a MONTH	INFORM parents of need to CONFERENCE (unless prior notice of absences or doctor's note provided and an academic plan is put in place)
D	ELEMENTARY student, age SIX (6) or OLDER has TEN (10) EXCUSED absences in the current SCHOOL YEAR	INFORM parents of need to CONFERENCE (unless prior notice of absences or doctor's note provided and an academic plan is put in place)
E	ANY student has TEN (10) UNEXCUSED absences in the current SCHOOL YEAR	FILE Truancy Petition

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Secondary		
Report	If	Required Action
Call from school	ANY student has ONE (1) UNEXCUSED absence in a MONTH	INFORM parent/guardian in writing or via phone
A	ANY student has THREE (3) UNEXCUSED absences in a MONTH	INFORM parents of need to CONFERENCE
B	ANY student has FIVE (5) UNEXCUSED absences in a MONTH	INFORM parents of need to establish a CONTRACT REFER to Community Truancy Board (CTB)
C	SECONDARY student has SEVEN (7) UNEXCUSED absences in a MONTH	FILE Truancy Petition
D	ANY student has TEN (10) UNEXCUSED absences in the current SCHOOL YEAR	FILE Truancy Petition
E	SECONDARY student has TEN (10) TOTAL absences in a SEMESTER	INFORM parents of need to CONFERENCE (unless prior notice of absences or doctor's note provided and an academic plan is put in place)