

## Secondary Truancy Process

FORM	Unexcused Absences or Tardies	Action to be taken by attendance clerk	Action to be taken	Action to be taken by the courts
Messenger – Call Out		DAILY		
Student/Parent	Call down ask for notes/call home	AS NEEDED	Note each instance in PLP Tab	
<b>~~ PLEASE ALLOW 5 DAYS FOR EVERY DAY MISSED FOR NOTES TO BE TURNED IN. ALSO ALLOW 5 DAYS ONCE YOU HAVE SENT A LETTER BEFORE COMPLETING THE NEXT NOTIFICATION.</b>				
ATTENDANCE LETTER – Parent Notes	5 parent notes have been used	Send letter to parent/guardian  Note action in PLP Tab	Note each instance in PLP tab	
ATTENDANCE LETTER - 1 <sup>st</sup> Notice	<b>3 unexcused</b> events	Send Notice to parent/guardian  Note action in PLP Tab	Note each instance in PLP tab	
ATTENDANCE LETTER - 2 <sup>nd</sup> Notice	<b>5 unexcused</b> events	<ul style="list-style-type: none"> <li>Send parent/guardian notice</li> <li><b>Make phone call home</b></li> </ul>	Note each instance in PLP tab	Referred to TDP with school attendance team.
HOME VISIT REQUEST...	<b>SHOULD YOU FEEL THAT A HOME VISIT WOULD BENEFIT THE STUDENT PLEASE REQUEST FRYSC TO COMPLETE AND LOG IN THE PLP TAB</b>			
Final Notice Request	<b>7 unexcused</b> events	<ul style="list-style-type: none"> <li>Print off Final Notice</li> <li>Attach labels</li> <li>Send in courier on no later than Thursday morning.</li> </ul>	Printed by MS/HS attendance clerk	
Pre-Complaint Form	<b>9 unexcused</b> Events (No pre-comp for 18 YOs)	<ul style="list-style-type: none"> <li>Must notify DPP to proceed with court process.</li> <li>Notify FRYSC to make home visit.</li> </ul>	DPP sends Notice to CDW	County Attorney's office sends a letter prohibiting further truancy
3 <sup>rd</sup> Notice 4 <sup>th</sup> Notice 5 <sup>th</sup> Notice	<b>10 unexcused FULL DAYS OR 10 .30+ MIN TARDIES</b>	NONE	COURT REFERRAL	<p>CDW will meet with student and parents. The students will be enrolled in the Truancy Diversion Program (TDP)</p> <p>The TDP team will work with students at least bi-weekly for 6 months. If truancy continues the CDW will fail the diversion and the student will be referred to the FAIR team.</p>