

Elementary Truancy Process

FORM	Unexcused Absences or Tardies	Action to be taken by attendance clerk	Action to be taken	Action to be taken by Courts
Messenger – Call Out		DAILY		
Student/Parent	Call down and ask for notes/call home	AS NEEDED	Note each instance in PLP tab	
~~ 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.				
ATTENDANCE LETTER – Parent Notes	5 parent notes have been used	Send letter to parent/guardian The action is noted in the PLP Tab	Note each instance in PLP tab	Have Principals remind staff for notice
ATTENDANCE LETTER -1 st Notice	3 unexcused events	Send 1 st Notice to parents The action is noted in the PLP Tab	Note each instance in PLP tab	
ATTENDANCE LETTER – 2 nd Notice	5 unexcused events	Send parent notice Make phone call home	Note each instance in PLP tab	
Home Visit Request	Request Home Visit by FRYSC/Counselor and enter into PLP Tab (Before DPP Visits)			
Final Notice Request	7 unexcused events	NONE	DPP Assistant prepares/DPP delivers. DPP/DPP Assistant will <u>not</u> log data in the PLP tab.	
Pre-Complaint Form	9 unexcused events	NONE	DPP sends notice to CDW *FRYSC/School personnel makes contact with the home/student	County Attorney's office sends a letter to parent prohibiting further truancy
3 rd Notice 4 th Notice 5 th Notice	10 unexcused FULL DAY ABSENCES/ 10 TARDIES IF 30+ MIN OR MORE	NONE	DPP will send a COURT REFERRAL	County Attorney schedules parent for court. The judge will give court orders.