

EDUCATIONAL ABSENCE PROTOCOL – STUDENT CUMULATIVE FOLDER DOCUMENTATION

Child's Name and Grade: _____ School beginning this protocol: _____

The family (officially – notifies the school) withdraws their student or if the student is a NO SHOW the first day of school after being notified.	Date/ Initial	If the school is NOT notified and the student just stops attending, follow these steps:	Date/ Initial
Day 1 Remove student from Power School and place cumulative folder in temporary file.		Day 1 & Day 2 Phone contact home.	
Day 10 Schools begin inquiry to locate student. Staple this form on the student's cumulative folder		Day 3 Phone contact home, phone emergency contacts, family, and friends. SRO or Police/Local Law Enforcement contact begin inquiry as "agents of school."	
Day 14 SRO/Local Law Enforcement (Personal Crime Sergeant) begin inquiry as "agents of school".		Day 4-6 Phone contact home, emergency contacts, family, and friends. Staple this form on the student's cumulative folder.	
Day 21 The police are formally contacted of an unaccounted-for child.		Day 7 The Police/Local Law Enforcement (of child's resident jurisdiction) is formally contacted to report an unaccounted-for child.	
<p style="text-align: center;">Suspicion of child's safety prompts immediate law enforcement notification and Child Protection Services.</p> <p style="text-align: center;">Day 30 – Both Scenarios</p> <p>Student files not requested (unaccounted-for students) are sent to Kelly Schmit (district office) to be stored at a single location on day 30 and the student has not been located.</p> <p>Schools will indicate "MCP" in PowerSchool in the Transfer notes as an alert if the student enrolls in the future.</p>		Notify Juvenile Court Officer and Child Protective Services. Email student's registration form to: <ul style="list-style-type: none"> • NLeitner@ndcourts.gov • vancampr@casscountynnd.gov The School will file a Report of Suspected Abuse or Neglect (960)	
		Day 10 Remove student from Power School and record date of withdrawal as Day 1 of being absent. Place cumulative folder in temporary file.	

Date Protocol Begins: _____ Date Child was Located: _____ OR Date File was sent to District Office: _____