



Donna Independent School District

Truancy Flowchart

Please follow these guidelines when filing truancy charges.

3RD UNEXCUSED ABSENCE

- **Attendance Helpers** will make contact on 3rd consecutive absences via phone.
- **Attendance Helpers** will be sure to document date/time of contact and result of contact with parent on daily phone logs
- **PEIMS Clerk/PEIMS clerks** will print the **1st warning letter and the Attendance Accountability Form and Behavioral Improvement Plan** (Elementary Optional)
- **Attendance Helper** will fold warning letter, stuff into envelope and issue them out to students. (Mailing optional)
- **PEIMS Clerk (Elementary)** will notify ARO about students that have **3 unexcused absences** and request a home visit by submitting a google form.
- **ARO** will conduct home visits on a timely manner and enter comments of the results of visit on live google sheet.
- **PEIMS Clerk** will enter the following truancy prevention measures on TEAMS using the date of 1st warning letter. (Add Warning Notice with comment "1st Warning Truancy Letter" & Add Attendance Accountability Form & Add Home Visit & Add BIP-if applicable)
- **Elementary AROs** will ensure that clerks are running warning letters on Hanson IT and call campuses that have not run it by 11:00 AM
- **Secondary AROs** will ensure that warning letters are run on Hanson IT on a daily basis.



6TH UNEXCUSED ABSENCE & TARDY WARNING LETTER

- **Attendance Helpers** will make contact on 6th consecutive absences via phone.
- **Attendance Helpers** will be sure to document date/time of contact and result of contact with parent
- **PEIMS Clerks** will send home the **2nd warning letter and Tardy Warning Letters and attach the Truancy Filing Prevention Consultation Form** (Secondary: Counselor Referral Form will be implemented at this point)
- **Attendance Helpers/PEIMS clerks** will fold warning letter and stuff into envelope and issue them out to students. (Mailing Optional)
- **ARO (Secondary)** will conduct a home visit to students with **6 unexcused absences** submitting a google form.
- **Truancy Officers/ AROS** will conduct home visits on a timely manner and enter comments of the results of visit on live google sheet.
- **PEIMS Clerks** will notify campus administration, parent will be contacted and meetings scheduled for all parties involved.
- **PEIMS Clerks** will enter the following truancy prevention measures on TEAMS using the date of 2nd warning letter. (Add Warning Notice with comment "2nd Warning Truancy Letter" & Add Truancy Filing Prevention Form & Parent Conference & Home Visit)



9TH UNEXCUSED ABSENCE

- **Attendance Helpers** will make contact on 9th consecutive absences via phone.
- **Attendance Helpers** will be sure to document date/time of contact and result of contact with parent
- **PEIMS Secondary Clerks** will send home the **3rd warning letter.** (Mailing Optional)
- **Attendance Helpers** will fold warning letter and stuff into envelope and issue them out to students. (Mailing Optional)
- **PEIMS Clerks** will enter the following truancy prevention measures on TEAMS using the date of 3rd warning letter. (Add Warning Notice with comment "3rd Warning Truancy Letter" & In-School Counseling Referral & "Truancy Date" will be the next unexcused absence after the 3rd warning letter date)



10TH PLUS UNEXCUSED ABSENCE

- **Attendance Helpers** will make contact on 10th consecutive absences via phone.
- **Attendance Helpers** will be sure to document date/time of contact and result of contact with parent
- **PEIMS Clerks** will refer truancy case to ARO
- **AROs** will file case and submit truancy packet along with proof of TEAMS Prevention Measures to Attendance Coordinator, Mr. Padilla
- **PEIMS Clerks** will enter the following truancy prevention measure on TEAMS using the date of 10th unexcused absence (Add Complaint File Date = Court Date)