Truancy Protocol

1. Identify truant students from prior year. You can run this report from WebPams. Monitor these students' attendance.
2. After any student has three unexcused absences or three late to school or three early checkouts or three late pickups, then send the three day letter from WebPams.
3. PBTT should meet with these parents/guardians at the school.
4. After five unexcused absences or five late to school or five early checkouts or five late pickups, then the parents should receive the five day letter and go to Child Welfare and Attendance. No appointment is necessary.
5. Parents/guardians are given a form to give to the school documenting their meeting at Child Welfare and Attendance.
    a. Parents/guardians may be assigned to Saturday Seminar depending on the age of the child.
    b. Parents/guardians may be referred to FINS.
6. After completing steps 1-5 and there is no change, then send the ten day letter from WebPams. Notify CWA and the parent/guardian will be referred to FINS.
7. Habitual truancy is sometimes an indication of being out-of-zone so a residency check may be necessary or parents/guardians may be asked to prove address by providing current utility bills. Note: CWA cannot remove out-of-zone students after January 31 due to state testing.
8. PBIS/PBTT schedules (sent at beginning of the school year), agendas, minutes of the meeting, and documentation of PBIS (photos/videos) should be sent to jerrylockwood@opsb.net after each activity or meeting.