

- KVSC School Resource Officer, SRO, will notify the prosecutor and probation.
- Individual school student handbooks will detail specific consequences to go along with the Eight Day Letter.

Ten (10) Day Letter

- KVSC parents/guardians will receive a letter in the mail or via email when a student has accumulated **ten (10) unexcused absences**.
 - Families will be referred to the prosecutor and probation.
 - This is a violation of **IC 20-20-8-8** on habitual truancy.
- Individual school student handbooks will detail specific consequences to go along with the Ten Day Letter.

CHRONIC ABSENTEEISM LETTERS

Twelve (12) Day Letter

- KVSC parents/guardians will receive a letter in the mail or via email when a student has accumulated a **combination of twelve (12) unexcused and/or excused absences**.
- Individual school student handbooks will detail specific consequences to go along with the Twelve Day Letter.

Sixteen (16) Day Letter

- KVSC parents/guardians will receive a letter in the mail or via email when a student has accumulated **sixteen (16) unexcused and/or excused absences**.
- The Director of Attendance calls parents to set up a Project Attend Meeting.
- School Administrator, Director of Attendance, and SRO will attend a meeting to discuss Indiana state attendance requirements.
- School Attendance Agreement will be discussed and signed at the meeting.
- KVSC School Resource Officer, SRO, will notify the prosecutor and probation.
- Individual school student handbooks will detail specific consequences to go along with the Sixteen Day Letter.

Eighteen (18) Day Letter

- KVSC parents/guardians will receive a letter in the mail or via email when a student has accumulated a **combination of eighteen (18) unexcused and/or excused absences**.
- Families will be referred to the prosecutor and probation.
- This is a violation of **IC 20-20-8-8** on chronic absenteeism.
- Individual school student handbooks will detail specific consequences to go along with the Eighteen Day Letter.

Truancy Prevention K-6

- Truancy Prevention Measures shall mean actions designed to address truancy before a student becomes a habitual truant and to minimize the need for referrals to a voluntary truancy prevention program or reports to a juvenile court.
- A student in Kindergarten through Grade 6 who is absent from school five (5) days within a ten (10) week period without being excused or absent in conformity with a note on file from the student's doctor, therapist, or other authorized professional requesting frequent absences be excused under the students IEP or 504 plans would be considered truant.