

# Truancy Intervention Guidelines

## Elementary and Secondary Schools

1. **Notification #1 (School Enrollment Packet)** – reproduce on school letterhead
  - It is recommended that the truancy letters be sent without revisions. If a school chooses to revise the letter, the following must be included in the letter:
    - Explain the attendance requirements of the Compulsory Education Law (53A-10-101) and quote the code and code number (53A-10-101.5).
    - Inform the parent/guardian of their legal obligation regarding the Compulsory Education Law (53A-11-101).
    - The letter is to be reproduced on school letterhead.
  - “This letter constitutes administrative notification #1.”
  - The school should have a process in place to ensure that each student return the signed notification. This notification may be placed in the Student’s Cum file for that school year.
  - It is helpful if the Administrator and Attendance Secretary develop a plan to identify those students that have accumulated 5 or more days of absence (unexcused or parent/guardian excused). The current process is available within Skyward and step-by-step instructions are also available.
  - Document contact or conference with parent and/or student as well as attempted interventions.
  
2. **Notification #2 (5 days unexcused absence or equivalent periods of unexcused absence)** – sent on school letterhead
  - Place a copy of the letter in the student’s file
  - Revised letter must include the following:
    - Parent/guardian address
    - Name specific for parent/guardian
    - Student full name must be included in the letter
    - Direct the parent to meet with a School Administrator to discuss attendance issues, to cooperate with the school and to develop a plan for attendance improvement.
    - Indicate the School Administrator by name and contact information necessary to schedule a meeting.
    - “This letter constitutes administrative notification #2”
    - Interventions – Use as applicable for the individual student. *Attempted* interventions may also be listed on the *court referral form*
    - Telephone, electronic or personal contact with parent/guardian
    - Daily tracking sheets
    - Attendance contract
    - Meet with school counselor or psychologist
    - Truancy school (grades 6 through 12)

- Jordan Family Education Center (JFEC)
  - Truancy mediation
  - Schedule change
  - Interventions specific to your school
  - Health care plan (if appropriate) - consult with Jordan School District nurse
3. **Notification #3 (10 days unexcused absence or equivalent periods of unexcused absence)** - sent on school letterhead
- Place a copy of the letter in the student's file
  - Revised letter must include the following:
    - Parent/guardian address
    - Name specific for parent/guardian
    - Student full name must be included in the letter
    - Direct the parent to meet with a School Administrator to discuss attendance issues, to cooperate with the school and to develop a plan for attendance improvement
    - Indicate the School Administrator by name and contact information necessary to schedule a meeting
    - Quote Utah Compulsory Education code number (53A-11-101.5) and specific language
    - "This letter constitutes administrative notification #3"
    - Interventions - Use as applicable for the individual student. *Attempted* interventions may also be listed on the *court referral form*
    - Telephone, electronic or personal contact with parent/guardian
    - Daily tracking sheets
    - Attendance contract
    - Meet with school counselor or psychologist
    - Truancy school (grades 6 through 12)
    - Jordan Family Education Center (JFEC)
    - Truancy mediation
    - Schedule change
    - Interventions specific to your school
    - Health care plan (if appropriate) - consult with Jordan School District nurse
4. **Notification #4 (15 days unexcused absence or equivalent periods of unexcused absence)** - sent on school letterhead
- This letter shall be sent by "Certified mail with signature." Parent/Guardian signature may be obtained through personal service. Two school personnel must be present for service. If the letter is hand delivered make sure there is

signed and dated documentation for the receipt of the letter. School personnel serving the document must sign and date the documentation as witnesses.

- Place a copy of the letter in the student's file
- Revised letter should include the following:
  - Parent/guardian address
  - Name specific for parent/guardian
  - Student name must be included in the letter
  - Direct the parent to meet with a School Administrator to discuss attendance issues, to cooperate with the school and to develop a plan for attendance improvement
  - State School Administrator that should be contacted to schedule meeting
  - Indicate the School Administrator and contact information necessary to schedule a meeting
  - Quote Utah Compulsory Education code number (53A-10-101.5) and specific language
  - "This letter constitutes administrative notification #4"
- Only one certified letter with signature per current school year is required for Habitual Truancy cases. Service can be mail or personal.
- Compulsory Education cases will require a certified letter with signature or personal service for each court referral.
- Continue previous truancy interventions as applicable.

5. **1st Habitual Truancy/Compulsory Education referral to court** -20 days or more unexcused absences

- Habitual Truancy (secondary) Submit referral materials to the Jordan School District Truancy Specialist at Student Intervention Services. Do not fill in the attendance. The Truancy Specialist will fill in the attendance prior to submitting the referral to the court.
  - Include the following in the completed court referral packet:
    - Completed court referral form (Planning & Student Services website)
    - Completed Social History form with Administrator's signature. (P&SS website)
    - Copy of certified letter with signature and dated receipt or personal service documentation.
    - Grades for current school year
    - Health Care Plan (when applicable)
  - Student Discipline Logs and other relevant materials. (These materials are not submitted to court unless they are subpoenaed. They are used solely for case preparation.)
  - Continue applicable interventions for the student's individual needs

- The court will assign a court worker and schedule a meeting with the worker. Failure to appear for the meeting may result in the case being petitioned for court.
  - ***Compulsory Education*** (elementary) Submit materials to the Jordan School District Truancy Specialist in Planning & Student Services. **Do not fill in the attendance. The Truancy Specialist will fill in the attendance prior to submitting the referral to the Salt Lake County District Attorney.**
    - Include the following in the completed court referral packet:
      - Completed court referral form (Planning & Student Services website)
      - Completed Social History form with Administrator's signature. (P&SS website)
      - Copy of certified letter with signature and dated receipt or personal service documentation.
      - Student logs or other pertinent information pertaining to the student's history.
      - Health Care Plan (when applicable)
    - Continue applicable interventions for the student's individual needs
    - 2<sup>nd</sup> referral will require another certified mailing (Notification #4)
6. **2<sup>nd</sup> Habitual Truancy referral to court** -10 additional days unexcused absence following the first habitual truancy referral.
- The Truancy Specialist or the school may submit an additional referral. It is submitted by the school, follow the above procedure.
7. **3<sup>rd</sup> Habitual Truancy referral to court** - 10 additional days unexcused absence following the 2<sup>nd</sup> habitual truancy referral. Discuss these cases with the Truancy Specialist prior to filing.
- The Truancy Specialist or the school may submit a referral. When it is submitted by the school, follow the procedure described in the **1<sup>st</sup> Habitual Truancy/Compulsory Education Referral to Court**.
  - Case will be submitted to Third District Juvenile Court or screened by the Salt Lake District Attorney's Office.