

# Tuscola County Truancy Services Truancy Officer Record of Interventions

- Letter explaining MCL law sent to parent/guardian. Date: \_\_\_\_\_
- Parent/guardian responded to letter sent from truancy services office. Date: \_\_\_\_\_
- No response from parent/guardian after receiving letter.
- Phone call to parent/guardian from truancy officer. Date: \_\_\_\_\_
- Home visit made by truancy officer. Date: \_\_\_\_\_
- School visit made by truancy officer. Date: \_\_\_\_\_
- Determined that no further action is needed at this time.
- Determined that additional intervention is required.
- Referral made to outside agency. Date: \_\_\_\_\_
- Meeting scheduled at the school site. Meeting date: \_\_\_\_\_
- Attendance contract signed. Date: \_\_\_\_\_
- Improved attendance after contract is signed.
- Problems continue after contract is signed.
- Referral made to outside agency. Date: \_\_\_\_\_
- Additional contacts made to parent/guardian and student.
- Unable to correct student's attendance.
- Referral to court: diversion conference. Date: \_\_\_\_\_
- Improvement after diversion conference.
- No improvement after diversion conference.
- Court petition filed. Date: \_\_\_\_\_

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Sally L. Washington, Truancy Services Coordinator  
Tuscola Intermediate School District

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Date

## ***Your Child's Education.....***

***Building success for today and the future.***



The success of the truancy program depends on the full participation and cooperation of everyone involved, especially the parents. Parents promote the positive values that their children will follow. To help ensure success in school, it is very important that parents encourage and establish consistent study times, regular bedtimes, and punctual daily attendance.

### **Michigan General School Law:**

“Every parent, guardian or other person in this state, having control and charge of any child between the ages of 6 and 16 years, shall send such child, equipped with the proper textbooks necessary to pursue his school work, to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which such child is enrolled.”

## **Why Truancy is a Community Problem:**

Truancy is not viewed as just a school problem any more. The juvenile crime statistics show that truant children are involved in many daytime crimes: theft, breaking and entering, arson and many others. Students who experience problems with truancy are also more likely to “drop out” of school at the age of 16, limiting their success as productive members of their community.

Early intervention is a very important factor in correcting problems with truancy. Children are quick to establish habits, both good and bad. Once they begin a pattern of poor attendance in school it is likely to follow them for their entire school career.



### **For more information, please contact:**

Sally L. Washington  
Truancy Services Coordinator  
Tuscola Intermediate School District  
1385 Cleaver Road, Caro, MI 48723  
(989) 673-2144, ext. 426

# **Tuscola County Truancy Services**



### ***Collaborative Effort Between:***

Tuscola Intermediate School District  
Tuscola County Area School Districts  
Tuscola County Family Court

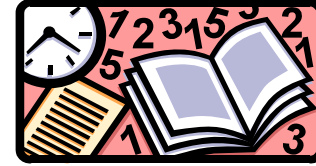
### ***In Cooperation With:***

Local Law Enforcement Agencies  
Local Service Agencies

***Working With Families To  
Improve  
School Attendance***



# Attendance Responsibilities



## **Pupil:**

- ◆ Accept responsibility for being present and on time to all classes.
- ◆ Inform each teacher before necessary absences when possible.
- ◆ Get make-up work from the teacher, complete it and submit it in the required amount of time.

## **Parents/guardians:**

- ◆ Encourage daily and punctual attendance.
  - ◆ Exercise good judgment regarding the justifiability and appropriateness of all absences.
- ◆ Limit school absenteeism to an absolute minimum for instances other than health reasons.
- ◆ Notify the school when the student must be absent and support the reason with official documentation if requested.
- ◆ Confer with the school in cases of attendance issues.
- ◆ Monitor the student's make-up work for timely completion.

## **Teachers:**

- ◆ Record and monitor accurate day-to-day attendance records for each student as per District policy.
- ◆ Provide make-up work to students in a timely manner, as required by District policy.
- ◆ Teachers are encouraged to communicate with parents/guardians regarding pupil absences and the importance of regular attendance and punctuality.



## **School Administrators:**

- ◆ Consult with pupils and/or parents of pupils who have attendance problems.
- ◆ Provide parents with requested information about attendance.
- ◆ Work cooperatively with pupils and teachers to correct poor attendance patterns.
- ◆ Refer truancy problems to the Truancy Officer at Tuscola Intermediate School District.

## **Truancy Officer:**

- ◆ Truancy letter sent to parent/guardian after receiving referral from the school.
- ◆ Contact with parent/guardian regarding attendance issues: absences and/or tardies.
- ◆ Justifiable absences/tardies will result in continued monitoring. No further action will take place if improvement is seen.
- ◆ Additional problems will result in a meeting at the school with parents, truancy officer and school personnel.
- ◆ Attendance contract will be signed by all parties.
- ◆ Continuing attendance issues will result in a referral to the court.

## **Court:**

- ◆ First referral will result in a diversion conference with the juvenile probation officer of the court.
- ◆ Second referral will result in a petition being filed in Tuscola County District Court, resulting in possible fines and/or probation.

# TRUANCY FLOWCHART TUSCOLA ISD

## DISTRICT ACTION

Follow District Attendance Policy

**Documented District Action**  
Review attendance history & grades.  
Contact parent/

**Meeting with Parent**  
Discuss problems and develop action plan. Phone call is acceptable. Either

**Utilize Resources**  
School psychologist, counselor, etc.

**Exhausted all Efforts** and/or failure of response or cooperation from parent results in referral to Tuscola ISD. Submit weekly attendance updates.

## ISD ACTION

Certified letter to parent/guardian.

Contact with parent/guardian

Investigation finds justified absences = no further action.  
Copy of report to district.  
  
OR

Investigation finds problems = continued monitoring and possible meeting at the school with all parties. Copy of report to district.

Continued absences and/or tardies require further investigation and/or meetings

**Exhausted all Efforts**  
Court Referral

## COURT ACTION

After school district and ISD truancy officer have exhausted all resources OR after failure of response or cooperation from parent/guardian – **Diversion Conference** scheduled

Continued absences/tardies reported to truancy officer – Result in 2<sup>nd</sup> court referral

**Truancy officer signs petition to be filed. COURT DATE SCHEDULED**

Failure of response or cooperation from parent results in ISD referral  
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Failure of response or cooperation from parent results in court referral  
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# TUSCOLA COUNTY TRUANCY SERVICES

## Truancy Referral Form 2008-09 School Year

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Parents Names: \_\_\_\_\_ Referral Date: \_\_\_\_\_  
Address: \_\_\_\_\_ School District: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Building: \_\_\_\_\_  
Phone: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Referred for truancy during 2007-08 school year: \_\_\_\_\_

Total Absences: Full Days: \_\_\_\_\_ Partial Days: \_\_\_\_\_ Total # Excused: \_\_\_\_\_ Total # Unexcused: \_\_\_\_\_  
▶ Suspended: \_\_\_\_\_ ▶ Skipped: \_\_\_\_\_  
▶ Detention: \_\_\_\_\_ ▶ Tardies: \_\_\_\_\_  
▶ Medical: \_\_\_\_\_ ▶ Other: \_\_\_\_\_

Michigan School Law applies to students between the ages of 6 – 16. Please note here if you are referring student who is younger than 6. \_\_\_\_\_ Student referred is under 6 years of age

Please check appropriate boxes:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Absences primarily related to illness                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Absences primarily related to suspensions            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Prior history of attendance problems                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Student classified as special education              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Student 504 eligible                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Student referred to outside agency – please identify | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Comments:

\_\_\_\_\_  
School Official Signature/Title

\_\_\_\_\_  
Date

**Printout of student's attendance must be attached.**

**“Record of Interventions” checklist must be completed and attached.**

Submit to: Sally Washington, Truancy Officer  
Tuscola Intermediate School District  
1385 Cleaver Road, Caro, MI 48723

Please Note: Incomplete forms will be returned to the school official with problem areas highlighted.

**Tuscola County Truancy Services  
Local District Record of Interventions**

Initial parent/guardian contact made. Date: \_\_\_\_\_  
    \_\_\_ Contact made by phone  
    \_\_\_ Letter sent to the home (Attach copy of letter)

Student referred to the counseling staff/school social worker. Date: \_\_\_\_\_  
Name of Counselor: \_\_\_\_\_

Meeting with the student and parent/guardian was held at the school. Date: \_\_\_\_\_  
Please indicate who attended:  
    \_\_\_ Student  
    \_\_\_ Parent/Guardian Name(s): \_\_\_\_\_  
    \_\_\_ Teacher(s) Name(s): \_\_\_\_\_  
    \_\_\_ Principal/Building  
    \_\_\_ Administrator Name(s): \_\_\_\_\_  
    \_\_\_ School Social Worker/  
    \_\_\_ Counselor Name: \_\_\_\_\_  
    \_\_\_ Other(s): \_\_\_\_\_

Student is currently on probation. List name of probation officer and offense if known:

Peer counseling was offered to the student. Date(s) attended:

The student was assigned a mentor. Date: \_\_\_\_\_ Name of mentor: \_\_\_\_\_

Student and parent/guardian have been referred to law enforcement. Referral Date: \_\_\_\_\_

**Comments or other action taken:**

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