

OPERATION GRADUATION

Attendance and Truancy Guidelines K-12

3 Unexcused Absences	5 Unexcused Absences	8 Unexcused Absences	8 to 14 Unexcused Absences	15 unexcused absences <small>No Improvement in attendance or failure to meet with school officials</small>
<ul style="list-style-type: none"> School sends letter or email correspondence to parents about the importance of attendance. School will consider referral to school intervention team (match student to appropriate intervention and monitor progress). School will document all communications with student and parent(s) or legal guardian(s). 	<ul style="list-style-type: none"> Student and Parent meetings are scheduled with Truancy Officer (Ret. Sgt. Gary Valentine). School will consider filling out Truancy Diversion Referral Form for Darrell Eck, Juvenile Services Coordinator. School will consider contacting DHHS regarding participating in the intervention program. 	<ul style="list-style-type: none"> Fill out truancy referral form with attached documentation and forward to the ISD for review. The ISD will forward the form to the Prosecuting Attorney's office. Truancy Officer (Ret. Sgt. Gary Valentine) and Prosecutor's Office (APA Miles Feuerstein) will send certified letter to parent(s) or legal guardian(s) for students in grades K-5. 	<ul style="list-style-type: none"> Prosecutor's Office will set up meeting with student and parent(s) or legal guardian(s). A summary of the meeting and attendance approval plans will be prepared that are agreed upon by the student and parent(s) or legal guardian(s). If student and parent(s) or legal guardian(s) do not attend the meeting, the ISD will be informed and review the form. 	<ul style="list-style-type: none"> An updated truancy calendar is filled out and sent to the ISD and Prosecutor's Office. Prosecutor's Office to issue complaint and summons for parent(s) or legal guardian(s) in 64B District Court for students in grades K-5. Prosecutor's Office to file petition for status offense in Juvenile Court for grades 6-12.



If a student transfers to another school district mid-year, his or her attendance record (CA-60) would follow.