

Operation Graduation

Attendance and Truancy Guidelines K-12

3 unexcused absences¹	5 unexcused absences	8 unexcused absences	8 to 14 unexcused absences	15 unexcused absences, no improvement in attendance or failure to meet with school officials.
<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) / legal guardian(s) 	<ul style="list-style-type: none"> • Parent Meeting. • Referral to Darrell Eck, Juvenile Services Coordinator. • ISD will consider contacting DHHS re: participating in intervention program 	<ul style="list-style-type: none"> • Fill out truancy referral form with attached documentation and forward to ISD and Prosecutor's Office. • K-5th School attendance officer (Sgt. Gary Valentine) and Prosecutor's Office (APA Miles Feuerstein) sends certified letter to parent(s) guardian(s) – See attached. • 6th-12th ISD sends certified letter to student. 	<ul style="list-style-type: none"> • Prosecutor's Office will set up meeting with student, parent(s) / guardian(s). • Prepare summary of meeting of attendance approval plans that are agreed upon by parent(s) and student. • If student / parent(s) / guardian(s) do not attend meeting then immediately contact ISD for review. ISD and Prosecutor's Office for review 	<ul style="list-style-type: none"> • Send updated truancy referral form to ISD/Prosecutor's Office with attached supporting documents and attendance records. • Prosecutor's Office to issue complaint and summons for parent(s) / guardian(s) in 64B District Court for children in grades K-5. • File Petition for status offense in juvenile court for grades 6th-12th.

¹ If a student transfers to another school district mid-year, his or her attendance record (CA-60) would follow.