



**Montcalm County
Juvenile Court**

Truancy Diversion Referral
Darrell Eck, Juvenile Services Coordinator (989) 613-0280
Email form information to deck@montcalm.us

Referral Date: _____

School: _____ Referred by: _____

District: _____ Position: _____

Email: _____ Phone: _____ ext.: _____

STUDENT INFORMATION

Student: _____ ☐ Male ☐ Female Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ Grade: _____ Repeating this grade: ☐ No ☐ Yes

Previously Retained: ☐ No ☐ Yes, what grade? _____ Is there a possibility this child is homeless? ☐ No ☐ Yes

PARENT/GUARDIAN INFORMATION

(Check the box indicating where the child lives)

☐ Parent/Guardian Name: _____ Date of Birth: _____

Cell Phone: _____ Other Phone: _____ Email: _____

Address, if different from student: _____ City: _____ State: _____ Zip: _____

☐ Parent/Guardian Name: _____ Date of Birth: _____

Cell Phone: _____ Other Phone: _____ Email: _____

Address, if different from student: _____ City: _____ State: _____ Zip: _____

Please list all other siblings within the school district, if applicable:

Student Name: _____ School Attending: _____ Grade: _____

Student Name: _____ School Attending: _____ Grade: _____

Student Name: _____ School Attending: _____ Grade: _____

Student Name: _____ School Attending: _____ Grade: _____

ATTENDANCE SUMMARY

Please attach the Attendance Detail Report and formal Attendance Letters.

Total Days Absent:

Excused: _____ Unexcused: _____ Medical Excused: _____ Suspended: _____ Tardy: _____

Is there a history of excessive absences in previous school years? ☐ No ☐ Yes

If yes was a referral completed? ☐ No ☐ Yes

Previous Referral Date(s), if applicable: _____

Previous Truancy Hearing Date(s), if applicable: _____

Are absences related to documented illness? ☐ No ☐ Yes

Are absences related to head lice? ☐ No ☐ Yes

Are absences related to behavior? ☐ No ☐ Yes

Is the student currently involved with the court i.e. probation? ☐ No ☐ Yes

If applicable, please provide contact information for Probation Officer: _____

If appropriate, please indicate Behavioral/Discipline concerns below or submit copies of records with referral:

ACADEMICS

Please Attach most recent Report Card.

Elementary Students:

Is the student meeting the grade level requirements? ☐ No ☐ Yes

Middle/High School Students:

Is the student failing any classes? ☐ No ☐ Yes

Is the student at risk of or has lost credits? ☐ No ☐ Yes

Is student receiving Special Education services or subject to a plan that impacts the truancy process? (i.e. 504, IEP, IHP)

☐ No ☐ Yes, what services/plan? _____

INTERVENTIONS

Has someone from the school (teacher, principal, counselor) met with the student regarding attendance?

☐ No ☐ Yes, date of meeting(s): _____

Has someone from the school (teacher, principal, counselor) met with the parent/guardian regarding their child's attendance?

☐ No ☐ Yes, date of meeting(s): _____

If answered no to either question please describe in detail on the Communication Log the schools' efforts made to improve attendance prior to completing this referral.

Has the parent/guardian cooperated with the school officials and are they concerned with their child's attendance and/or behavior in school? Please Describe.

Is the student/family involved with DHHS/Child Protective Services?

☐ No ☐ Yes, provide contact information of caseworker: _____

Do you believe the family would participate/benefit from the School Success Attendance Diversion Program, if eligible?

☐ No ☐ Yes

Please indicate the Interventions the student is currently participating in, If applicable:

☐ Attendance Group

☐ Tutoring

☐ Credit Recovery

☐ School Counselor/Social Worker

☐ Community Counseling Services

☐ McKinney-Veto Services (Homeless)

☐ School Success Program

☐ Other: _____

The Communication / Contact Log on the next pages must be documented in detail with the following:

1. Dates of all contact and/or attempts (i.e. left message, voicemail full, phone not in service) to contact the parent/guardian and who from your building/district made contact.
2. Dates of informal and formal attendance letters were sent to parent/guardian.
3. Include any additional supports the school/district has offered/provided to improve attendance.
4. Attach copies of all supporting documentation including informal and formal attendance letters, an Attendance Detail Report, the most recent report card, behavioral reports, and any additional documentation viewed as necessary.

Please See Additional Link with an Example Communication Log

Communication / Contact Log

[illegible]