



Truancy Referral Form
Ripon Area School District

Reporting Official:			
STUDENT INFORMATION			
Student Last Name:	First Name:	Student ID Number:	Date of Birth:
PRIMARY RESIDENCE INFORMATION			
Parent/Guardian Names:			
Primary Street Address:		City, State Zip:	
SECONDARY RESIDENCE INFORMATION			
Parent/Guardian Names:			
Secondary Street Address:		City, State Zip:	
TRUANCY INFORMATION			
Habitual Truant: Unexcused part or all of 5 days in a semester			
Dates and periods missed (attach current attendance summary report and any letters sent to the family):			
NOTIFICATION PROCESS			
Date Parents were Notified:			
Method Parents were Notified:			

Signature of Reporting Official: _____ Date: _____

CC: School Resource Officer
School Attendance Officer
Parent
Student File

Formal Truancy Procedure

Check all procedures that were completed:

- When a student is absent from school, the school office telephones or sends an electronic message to the parent/guardian the morning of an absence if the parent/guardian has not already notified the school via the attendance reporting line to determine the reason for the absence.
- If the school office is unable to reach a parent to confirm an excused absence, the absence will be recorded as unexcused and a letter to confirm a student absence will be sent to the parent requesting information which could lead to the absence being excused.
- If the absence is determined by school personnel to be an unexcused absence, the parent/guardian will be notified within 48 hours. Keep a record of communication. A letter of concern documenting the unexcused absence will be sent to the parent.
- When a child is truant from school (an unexcused absence), one or more of the following actions shall be taken by RASD: a. A letter of concern is mailed to the parent b. Police Liaison Officer and School Attendance Officer may make a home visit. One time transportation to school may be offered. A plan may be developed to provide support systems that facilitate positive school attendance. c. Meet with parent or guardian
- Citation may be issued by local law enforcement official (Citation fines range from \$200 to \$300).
 - a. For students 12 years of age or older, the student may receive a citation as well as the parent.
 - b. For students under 12 years of age, the parent may receive a citation.
- Legal truancy is defined as any unexcused absences for all or part of a day on which school is held during a semester (part of a day is 15 minutes after school has begun). When the student reaches a minimum of five documented unexcused absences in a semester/half school year, the next step is to set up the Habitual Truancy Meeting. To meet requirements, the habitual truancy letter must be sent through certified mail and designate a date and time for a parent meeting. It is also strongly suggested that regular mail delivery also be used. Documentation of this mailing should also be maintained. The parent meeting needs to be set up within five school days of sending out the certified letter. Keep all copies of the certified letter and receipts, as this will need to be sent along with the paperwork to Juvenile Intake. If the parent fails to attend the meeting, document that they did not participate. You must allow them the opportunity to reschedule and wait at least 10 school days after the initial notice before proceeding.
- After the Habitual Truancy meeting, a court referral can be submitted if the student has one more unexcused class period. The truancy referral begins with the RASD Truancy Referral Form. The principal sends the completed Truancy Referral Form to the Police Liaison Officer. Police Liaison Officer then issues a city ordinance citation where applicable to student, parent or both. If necessary/appropriate truancy paperwork may be submitted to Juvenile Intake in the student's county of residence, which would be submitted by the School Administrator (Principal).
- Student Services Director or designee runs a monthly attendance report to determine if patterns of concern exist.