

## 2017-2018 TRUANCY PROCESS NEW REFERRALS

Event(s)	Action
3 absences or 5 morning tardies	Step 1: 1st letter sent home by the school
5 absences, or 7 morning tardies	Step 2: School send Truancy Officer "Referral for Truancy Services." Contact will be made by Truancy Officer(s) with parents. A meeting may/may not be set up with Principal, parents and Truancy Officer(s)
7 absences, or 9 morning tardies	Step 3: Truancy Officer(s), parents and Prosecutor's Office will have a meeting at the Courthouse
9 absences, or 11 morning tardies	Step 4: Truancy Officer files petition with Diversion/Probation or Prosecutor

According to the handbook, there is no distinction between excused and unexcused absences. However, with a doctor's note the absence may not be counted against them.