



# PROGRAM IMPLEMENTATION AT A GLANCE

**A STUDENT MAY BE INITIALLY IDENTIFIED AS A TRUANT IF, WITHIN ONE SCHOOL YEAR, THE STUDENT IS EITHER:**

- Absent 3 or more full days without valid excuse.
- Tardy or absent for more than 30 minutes without a valid excuse on 3 occasions.
- Any combination of 3 or more of the above.

**BEFORE A STUDENT MAY BE DECLARED A HABITUAL TRUANT, A CONSCIENTIOUS EFFORT MUST BE MADE BY SCHOOL PERSONNEL TO MEET WITH THE PARENT/ GUARDIANS AND THE STUDENT TO DISCUSS THE TRUANCY.**

**\*\*\* IMPORTANT NOTE: THE LETTERS FROM MCOE CONTAIN STATUTORILY REQUIRED NOTIFICATIONS. THEREFOR, THESE ARE THE LETTERS THAT MUST BE USED FOR REFERRALS TO THIS PROGRAM. TO ENSURE PROGRAM UNIFORMITY AND STATUTORY COMPLIANCE NO SUBSTITUTIONS WILL BE ACCEPTED. \*\*\***

STEP ONE	STEP TWO	STEP THREE	STEP FOUR
<p><b>INITIAL IDENTIFICATION OF TRUANCY:</b></p> <ol style="list-style-type: none"> <li>1. MCOE LETTER #1 issued to parents by school.</li> <li>2. Copy to Attendance Supervisor or School District Superintendent</li> <li>3. A conscientious effort is made by the school to schedule a meeting with the parents / guardians and the student</li> <li>4. If truancy abates, case closed.</li> <li>5. If truancy continues, proceed to step two.</li> </ol>	<p><b>FIRST <u>SINGLE</u> SUBSEQUENT INVALID ABSENCE:</b></p> <ol style="list-style-type: none"> <li>1. MCOE LETTER #2 is issued to parent by school.</li> <li>2. Copy to Attendance Supervisor or School District Superintendent.</li> <li>3. Copy to District Attorney's Truancy Abatement Unit.</li> <li>4. A conscientious effort is made by the school to schedule a meeting with the parents / guardians and the student.</li> <li>5. District Attorney's Office First Notification Letter to parents / guardian.</li> <li>6. If truancy abates, case closed.</li> <li>7. If truancy continues, proceed to step three.</li> </ol>	<p><b>SECOND <u>SINGLE</u> SUBSEQUENT INVALID ABSENCE:</b></p> <ol style="list-style-type: none"> <li>1. MCOE LETTER #3 is issued to parents by school.</li> <li>2. Copy to Attendance Supervisor or School District Superintendent.</li> <li>3. Copy to District Attorney's Truancy Abatement Unit. Also submit attendance report, log of contacts with parents, and any one of the following documents:               <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Registration Form</li> <li>• Emergency Card</li> </ul> </li> <li>4. District Attorney's Office Notice to parent / guardian, school office, and DSS of scheduled Mediation Meeting.</li> <li>5. Mediation meeting held.</li> <li>6. Follow-up meeting scheduled for family to see Juvenile Probation Officer for progress review.</li> <li>7. If truancy abates, case closed.</li> <li>8. If truancy continues, proceed to step four.</li> </ol>	<p><b>THRID <u>SINGLE</u> SUBSEQUENT INVALID ABSENCE:</b></p> <ol style="list-style-type: none"> <li>1. District Attorney's Office files charges against parent / guardian and / or student.</li> <li>2. District Attorney's Office to notify school office of filing.</li> <li>3. Arraignment / Plea hearing held.</li> <li>4. If plea of guilty or not contest entered, deputy district attorney sentence recommendation followed by sentencing by the court.</li> <li>5. If plea of not guilty entered, trial held.</li> <li>6. Several subsequent court review hearing requiring the parents and student to be present are held.</li> <li>7. The school is notified of the outcome of every hearing.</li> </ol>

**\*\*\* Note: If all three MCOE truancy letters are not issued within one school year the referral process must begin again with the issuance of letter #1 the following year, if truancy resumes. \*\*\***