

Truancy Procedures

Definition of Habitual Truant: A student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent [FL Statute 1003.21(8)]

School Level Interventions (F.S. 1003.26)

Complete steps 1 – 6 BEFORE completing Truancy Referral PBSD (Form 1462)

1. The teacher of record **MUST** report to the principal/designee along with evidence of previous attempts at contact, and/or reasons for non-attendance given by the parent:
 - a. Names of students who have incurred **5** unexcused absences within a calendar month, absences for which the reason is unknown, or **10** absences within 90 calendar days
2. The principal/designee **SHALL** contact parent by telephone, e-mail, or letter to determine the reason for each unexcused absence where the reasons are unknown (sample school letter in Truancy Procedures Manual).
3. When determined that the absences indicate a pattern of nonattendance without documentation, the principal/designee **SHALL** refer the case to the Attendance Study Team.
4. The Attendance Study Team reviews the case. If the Attendance Study Team finds a pattern of non-attendance, a letter is sent to the parent/guardian requesting a meeting with the parent (sample school letter in Truancy Procedures Manual).
5. The Attendance Study Team (3 Professionals) meets with the parent to discuss resolution of the attendance problem. The Attendance Study Team **SHALL** implement interventions that best address the problem(s) including but not withstanding:
 - frequent communication with the teacher and family;
 - attendance contracts;
 - changes in the learning environment;
 - mentoring, counseling, tutoring, including peer tutoring;
 - placement into different classes;
 - referral to other agencies for family services;
 - information about alternative methods of education (i.e. virtual, home or charter school)

No Cost Counseling: Youth Services Bureau (561) 625-2520 and Children's Home Society (561) 868-4300.

***The meeting is documented on the Attendance Study Team Meeting Form (PBSD 2228)

*** If the school needs assistance conducting the Attendance Study Team or has questions about a student situation, please call your Area Truancy Liaison for assistance.

6. If interventions are in place and working, NO REFERRAL needs to be completed.
7. *After the interventions have been diligently put in place and implemented within 30 days, and there continues to be undocumented, unexcused attendance concerns (i.e. up to 15 absences) the Attendance Team completes **Form PBSD 1462** and sends the referral to the appropriate Area Truancy Liaison. All parental contacts/responses and intervention activities must be documented (checked off) on the form.*

District Level Interventions

1. On receipt of the Attendance Referral (Form PBSO 1462), Area Truancy Liaisons will provide the following interventions according to the needs of the student:
 - Conference with referring school/principal or designee
 - Conference with student/parent/guardian
 - Agency referral, if appropriate
 - Notice of Nonattendance Letter from the District Office sent to parent/guardian
 - Monitor attendance and parent/guardian's compliance with recommendations/interventions
 - Recommend an Educational Alternative

If District Level Interventions are Unsuccessful

1. Area Truancy Liaison completes their portion of the Truancy Referral Packet and forwards to the DJJ-CINS/FINS (*Department of Juvenile Justice - Children In Need of Services/Family In Need of Services*) provider for services.
2. The DJJ-CINS/FINS provider schedules a Truancy Case Staffing for those students who continue to exhibit truant behavior.



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
SUPPLEMENTAL EDUCATIONAL SERVICES

Student Truancy Referral

Florida Statute 1003.21(1)(a) requires regular school attendance of children age 6 (by February 1 of the current school year) to age 16, except as otherwise provided. Florida Statute 1003.26 (d) states that the Attendance Child Study Team shall be diligent in facilitating truancy intervention services and report the case to the Area Attendance Liaison only when all reasonable efforts have been exhausted. **The parent must attend the Attendance Study Team or the School Based Team/Rtl meeting to discuss and assist in identifying potential remedies.**

Florida Statute 1003.21 2(c) requires that students who have attained the age of 16 years and who have not graduated, are subject to compulsory school attendance until the form *Student Exit Interview* (PBSD 1055) is filed with the school. The termination must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent.

This form is the first page of the Truancy Packet and upon completion is forwarded to the Area Attendance /Truancy Liaison.

Student Name (last, first, middle initial)	Grade	Date Submitted
School Name	Student Number	Total Days Absent

The Truancy Packet consists of the following documentation:

Notifications

- Student Truancy Telephone Records (PBSD 2223)
- Copy of letters(s) sent to parent
- Truancy Home Visit Report (if applicable)

- Student Attendance Study Team Meeting (PBSD 2228) and/or School Based Team Meeting report
- Student Truancy Attendance Agreement (PBSD 2224)
- Release of Information (PBSD 0313), if applicable
- Educational Records (TERMS Screens A03, A05, A07, A12, A15, A17, A23, A24)

Signature of Principal. / Designee

Date

Signature of District Attendance Truancy Liaison

Date