

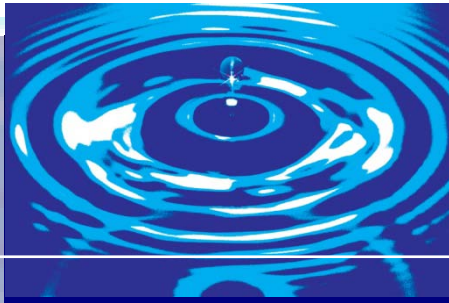
Attendance/Truancy



PROCEDURAL GUIDE

The School District of Palm Beach County, Florida





The School District of Palm Beach County, Florida



Arthur C. Johnson, Ph. D
Superintendent

Judith Klinek
Assistant Superintendent
Grants Administration and School Reform Accountability

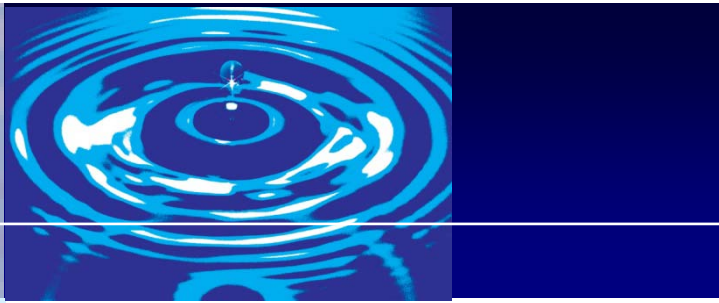


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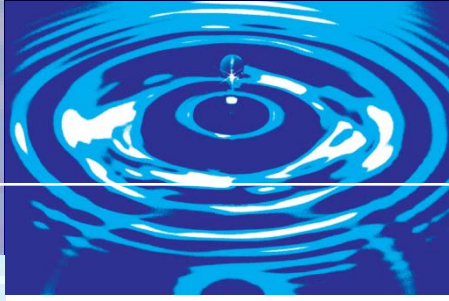
Section I.....Contacts

Section II.....Procedures

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Section IV.....Sample Non-Attendance Letters

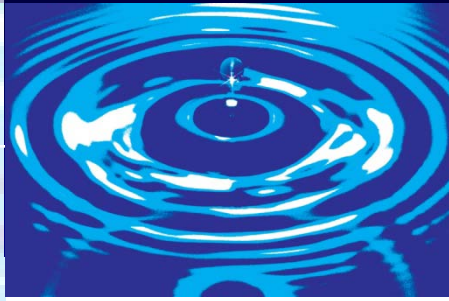
Section V.....District Forms for Truancy Packet



Section I

This Section Contains:

- Contacts



DISTRICT ATTENDANCE LIAISONS

SOUTH AREA SCHOOLS

James Harryton, II
(561) 738-9879 / PX 89879

CENTRAL AREA SCHOOLS

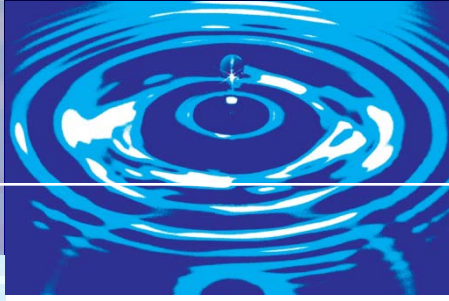
Marian M. Stubbs
(561) 804-3559 / PX 83559

NORTH AREA SCHOOLS

Mildred Wester
(561) 494-1514 / PX 81514

WEST AREA SCHOOLS

Linda Camardella
(561) 792-8681 / PX 28681



Section II

This Section Contains:

- Procedures

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.

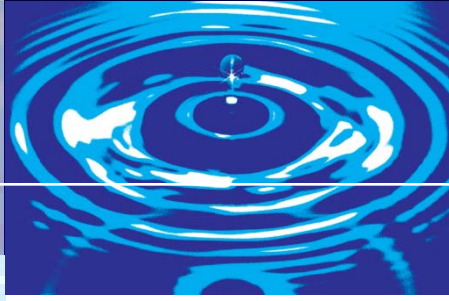
6. If interventions are in place and working, NO REFERRAL needs to be completed.
7. *After the interventions have been diligently put in place and implemented within 30 days, and there continues to be undocumented, unexcused attendance concerns (i.e. up to 15 absences) the Attendance Team completes **Form PBSB 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 PBSB 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.



Section III

Support Evidence

Statutes

This Section Contains:

- School Board of Palm Beach County, Rule 5.09
- Excerpts from : Florida Statute 1002.01, Florida Statute 1003.02(8), Florida Statute 1003.01(13), Florida Statute 1003.21, Florida Statute 1003.23, Florida Statute 1003.24, Florida Statute 1003.27
- Florida Statute 1003.26 in its entirety

RULES OF THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

Title 6Gx50

Chapter 5. Pupil Personnel

Section 5.09

Policy 5.09 Enforcement of School Attendance

1. School attendance is the direct responsibility of parent(s)/guardian(s) and students. Except as provided in Section 1003.24, Fla. Stat. and State Board of Education Rule 6A-1.09513, all students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.
2. It is the policy of the School Board that schools respond in a timely manner to unexcused absences through a letter mailed to the home and/or telephone calls.
3. It is the responsibility of the parent(s)/guardian(s) of each student to justify the absence of the student. The justification will be evaluated based on the adopted School Board definition that defines "excused" and "unexcused" absences.
 - a. An "excused" absence is
 - i. Student illness-- If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance.
 - ii. Medical appointment
 - iii. Death in the family
 - iv. Observance of a religious holiday or service that is recognized as such by all members of the faith.
 - v. Subpoena by law enforcement agency or mandatory court appearance.
 - vi. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal or the Principal's designee.
 - b. An "unexcused" absence is any absence that does not fall into one of the above excused absence categories. Each school in the District must determine if an absence or tardiness is excused or unexcused according to the criteria established by the Board, within this Policy.
4. The school centers shall track the excused and unexcused absences in the District's computer system.
5. In the case of an unexcused absence from school or an absence for which the reason is unknown, the Principal (or designee) must contact the home in a timely manner to prevent the development of a pattern of non-attendance.

6. Each school Principal shall implement the steps enumerated in Section 1003.23(1), Fla. Stat. to ensure regular school attendance. If the child does not comply with efforts to enforce school attendance, the Superintendent may file a truancy petition pursuant to Section 984.151., Fla. Stat.
7. Each student will be required to attend classes one hundred and eighty (180) days each school year.
8. All school related trips which are authorized by the principal are not considered absences under this Policy. The school related trips should be those which relate to the curriculum.

STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(2);1001.42(17) & (23); 1001.43 (1) & (8)

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1003.26; 1003.24; 1001.43 (8)

HISTORY: 6/18/97; 11/3/99; 10/22/08

Policy 8.14

Florida State Statutes

Important Excerpts from State Statutes dealing with Attendance

Florida Statute 1002.01 (Excerpt)

HOME EDUCATION PROGRAM

A “home education program” means the sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements of Florida Statute 1002.41, 1002.21 (1). The district’s home education program includes students age-appropriate for kindergarten through age 18.

***Home education instruction is overseen by the Home Education Office (561-434-8052). The web site is www.palmbeachschools.org/HomeEducation.htm. **School Board Policy 8.14**, entitled Home Education Program, contains further information regarding rules and regulations for Home Education students.

Florida Statute 1003.02 (8) (Excerpt)

HABITUAL TRUANT

“Habitual Truant” means a student who has 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the student’s parent, is subject to compulsory school attendance under sections 1003.21(1) and (2) (a), and is not exempt under s. 1003.21 (3) or s. 1003.24 or by meeting the criteria for any other exemption specified by law or rules of the **State Board of Education**.

***Such a student must have been the subject of the activities specified as ss. 1003.26 and 1003.27 (3), without resultant successful remediation of the truancy problem before being dealt with as a child in need of services according to the provision of chapter 984.

Florida Statute 1003.01 (13) (Excerpt)

“Regular school attendance” means the actual attendance of a student during the school day as defined by law and rules of the State Board of Education. Regular attendance within the intent of s. 1003.21 may be achieved by attendance in:

1. A public school supported by public funds;
2. A parochial, religious, or denominational school;
3. A private school supported in whole or in part by tuition charges or by endowments or gifts;
4. A home education program that meets the requirements of Chapter 1002; or
5. A private tutoring program that meets the requirements of Chapter 1002.

Florida Statute 1003.21 (Excerpt)

Subsection (1)(a)1. All children who have attained the age of 6 years or **who will have attained the age of 6 years by February 1 of any school year** or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term.

Subsection (2) Children who will have attained the age of 5 years on or before September 1 of the school year are eligible for admission to public kindergarten during the school year under rules prescribed by the school board.

Subsection (3)(c) A child who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age **IF** the child files a formal declaration of intent to terminate school enrollment with the district school board. The declaration 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**. The school district must notify the student's parent of the student's declaration of intent to terminate school enrollment. (Form PBSB 1055)

Subsection (2)(f) Homeless children, as defined in s. 1003.01, must have access to a free public education and must be admitted to school in the school district in which they or their families live. School districts shall assist homeless children to meet the requirements of subsection (4) and s. 1003.22, as well as local requirements for documentation.

Subsection (3) Students within the compulsory attendance age limits that hold a valid **Certificate of Exemption**, which has been issued by the superintendent, shall be exempt from attending school. A Certificate of Exemption shall cease to be valid at the end of the school year in which it is issued.

Florida Statute 1003.23 (Excerpt)

Subsection (1) The attendance of all public K-12 school students shall be checked each school day in the manner prescribed by rules of the State Board of Education and recorded in the teacher's register or by some approved system of recording attendance.

Subsection (2) All officials, teachers, and other employees in public, parochial, religious, denominational, and private K-12 schools, including private tutors, shall keep all records and shall prepare and submit promptly all reports that may be required by law and by rules of the State Board of Education and district school boards. The enrollment register shall show the absence or attendance of each student enrolled for each school day of the year in a manner prescribed by the State Board of Education. The register shall be open for the inspection by the designated school representative or the district school superintendent of the district in which the school is located. Violations of the provisions of this section shall be a misdemeanor of the second degree, punishable as provided by law. This section shall not apply to home education programs provided by s. 1002.41.

Florida Statute 1003.24 (Excerpt)

Parents responsible for attendance of children; attendance policy. Each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section; however, criminal prosecution under this chapter may not be brought against a parent until the provisions of s. 1003.26 have been complied with. A parent of a student is not responsible for the student's non-attendance at school under any of the following conditions:

1. **WITH PERMISSION** The absence was with permission of the head of the school;
2. **WITHOUT PERMISSION** The absence was without the parent's knowledge, consent, or connivance, in which the student shall be dealt with as a dependent child;
3. **FINANCIAL INABILITY** The parent was unable financially to provide necessary clothes for the student, which inability was reported in writing to the superintendent prior to the opening of school or immediately after the beginning of such inability, provided that the validity of any claim for exemption under this subsection shall be determined by the district school superintendent subject to appeal to the district school board; or
4. **SICKNESS; INJURY, OR OTHER INSURMOUNTABLE CONDITION**
Attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a licensed practicing physician, or was impracticable because of some other stated insurmountable condition as defined by rules of the State Board of Education. If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such excuse provides that a student's condition justifies absence for more than the number of days permitted by the district school board.

Each district school board shall establish an attendance policy that includes, but is not limited to, the required number of days each school year that a student must be in attendance and the number of absences and tardiness after which a statement explaining such absences and tardiness must be on file at the school. Each school in the district must determine if an absence or tardiness is excused or unexcused according to criteria established by the district school board.

Florida Statute 1003.26 (Entirety)

Enforcement of school attendance.--The Legislature finds that poor academic performance is associated with nonattendance and that school districts must take an active role in promoting and enforcing attendance as a means of improving student performance. It is the policy of the state that each district school superintendent be responsible for enforcing school attendance of all students subject to the compulsory school age in the school district and supporting enforcement of school attendance by local law enforcement agencies. The responsibility includes recommending policies and procedures to the district school board

that require public schools to respond in a timely manner to every unexcused absence, and every absence for which the reason is unknown, of students enrolled in the schools. District school board policies shall require the parent of a student to justify each absence of the student, and that justification will be evaluated based on adopted district school board policies that define excused and unexcused absences. The policies must provide that public schools track excused and unexcused absences and contact the home in the case of an unexcused absence from school, or an absence from school for which the reason is unknown, to prevent the development of patterns of nonattendance. The Legislature finds that early intervention in school attendance is the most effective way of producing good attendance habits that will lead to improved student learning and achievement. Each public school shall implement the following steps to promote and enforce regular school attendance:

(1) CONTACT, REFER, AND ENFORCE.--

(a) Upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, as defined by district school board policy, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

(b) If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify the district school superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of nonattendance.

(c) If an initial meeting does not resolve the problem, the child study team shall implement the following:

1. Frequent attempts at communication between the teacher and the family.
2. Evaluation for alternative education programs.
3. Attendance contracts.

The child study team may, but is not required to, implement other interventions, including referral to other agencies for family services or recommendation for filing a truancy petition pursuant to s. [984.151](#).

(d) The child study team shall be diligent in facilitating intervention services and shall report the case to the district school superintendent only when all reasonable efforts to resolve the nonattendance behavior are exhausted.

(e) If the parent refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent may appeal to the district school board. The district school board may provide a hearing officer, and the hearing officer shall make a recommendation for final action to the district school board. If the district school board's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the district school superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.

(f)1. If the parent of a child who has been identified as exhibiting a pattern of nonattendance enrolls the child in a home education program pursuant to chapter 1002, the district school superintendent shall provide the parent a copy of s. [1002.41](#) and the accountability requirements of this paragraph. The district school superintendent shall also refer the parent to a home education review committee composed of the district contact for home education programs and at least two home educators selected by the parent from a district list of all home educators who have conducted a home education program for at least 3 years and who have indicated a willingness to serve on the committee. The home education review committee shall review the portfolio of the student, as defined by s. [1002.41](#), every 30 days during the district's regular school terms until the committee is satisfied that the home education program is in compliance with s. [1002.41\(1\)\(b\)](#). The first portfolio review must occur within the first 30 calendar days of the establishment of the program. The provisions of subparagraph 2. do not apply once the committee

determines the home education program is in compliance with s. [1002.41\(1\)\(b\)](#).

2. If the parent fails to provide a portfolio to the committee, the committee shall notify the district school superintendent. The district school superintendent shall then terminate the home education program and require the parent to enroll the child in an attendance option that meets the definition of "regular school attendance" under s. [1003.01\(13\)\(a\)](#), (b), (c), or (e), within 3 days. Upon termination of a home education program pursuant to this subparagraph, the parent shall not be eligible to reenroll the child in a home education program for 180 calendar days. Failure of a parent to enroll the child in an attendance option as required by this subparagraph after termination of the home education program pursuant to this subparagraph shall constitute noncompliance with the compulsory attendance requirements of s. [1003.21](#) and may result in criminal prosecution under s. [1003.27\(2\)](#). Nothing contained herein shall restrict the ability of the district school superintendent, or the ability of his or her designee, to review the portfolio pursuant to s. [1002.41\(1\)\(b\)](#).

(g) If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent or the district school superintendent or his or her designee shall refer the case to the case staffing committee pursuant to s. [984.12](#), and the district school superintendent or his or her designee may file a truancy petition pursuant to the procedures in s. [984.151](#).

(2) GIVE WRITTEN NOTICE.--

(a) Under the direction of the district school superintendent, a designated school representative shall give written notice that requires enrollment or attendance within 3 days after the date of notice, in person or by return-receipt mail, to the parent when no valid reason is found for a student's non-enrollment in school. If the notice and requirement are ignored, the designated school representative shall report the case to the district school superintendent, and may refer the case to the case staffing committee, established pursuant to s. [984.12](#). The district school superintendent shall take such steps as are necessary to bring criminal prosecution against the parent.

(b) Subsequent to the activities required under subsection (1), the district school superintendent or his or her designee shall give written notice in person or by return-receipt mail to the parent that criminal prosecution is being sought for nonattendance. The district school superintendent may file a truancy petition, as defined in s. [984.03](#), following the procedures outlined in s. [984.151](#).

(3) RETURN STUDENT TO PARENT.--A designated school representative may visit the home or place of residence of a student and any other place in which he or she is likely to find any student who is required to attend school when the student is not enrolled or is absent from school during school hours without an excuse, and, when the student is found, shall return the student to his or her parent or to the principal or teacher in charge of the school, or to the private tutor from whom absent, or to the juvenile assessment center or other location established by the district school board to receive students who are absent from school. Upon receipt of the student, the parent shall be immediately notified.

(4) REPORT TO APPROPRIATE AUTHORITY.--A designated school representative shall report to the appropriate authority designated by law to receive such notices, all violations of the Child Labor Law that may come to his or her knowledge.

(5) RIGHT TO INSPECT.--A designated school representative shall have the right of access to, and inspection of, establishments where minors may be employed or detained only for the purpose of ascertaining whether students of compulsory school age are actually employed there and are actually working there regularly. The designated school representative shall, if he or she finds unsatisfactory working conditions or violations of the Child Labor Law, report his or her findings to the appropriate authority.

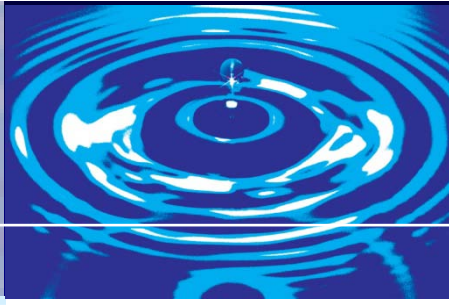
History.--s. 121, ch. 2002-387; s. 5, ch. 2006-301.

Florida Statute 1003.27 (Excerpt)

Court procedure and penalties. The circuit court has original and exclusive jurisdiction of all proceedings against, or prosecutions of, students, under the provisions of this part.

A parent who refuses or fails to have a minor student who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements in subsection (3), commits a misdemeanor of the second degree, punishable as provided in s. **775.082** or s. **775.083**.

In addition to any other authorized sanctions, the court shall order a student found to be a habitual truant to make up all school work missed and may order the student to pay a civil penalty, based on the student's ability to pay, for each day of school missed, perform up to 25 community service hours at the school, or participate in counseling or other services, as appropriate.



Section IV

Sample

Non-Attendance

Letters

This Section Contains:

- School Letter #1 for Excessive Absences – English, Spanish, Haitian Creole
- School Letter # 2 for Unexcused Absences – English, Spanish, Haitian Creole
- School Letter # 3 for Attendance Parent Meeting – English, Spanish, Haitian Creole

SCHOOL LETTERHEAD – SAMPLE #1

Date:

Name:

Address:

Dear: _____

Attendance in school is an important indicator to school success. We are concerned with the pattern of attendance your child has exhibited.

This letter is to inform you that, as of the above date, _____ has accumulated _____ absences. Although some of these days may be excused, the number of absent days is excessive.

Florida School Law requires that a student who is continually sick and repeatedly absent from school, be under the supervision of a licensed, practicing physician, attested to by a written statement from the physician. Without the physician’s written statement, the principal/designee may consider these absences unexcused. [F.S.1003.24]

Please provide the school with the appropriate documentation for these absences by _____ in order that this matter be resolved. Thank you very much for your cooperation and involvement in your child’s education.

Sincerely,

Name/Title
School

“A parent who refuses or fails to have a minor child who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements in subsection (3), commits a misdemeanor of the second degree, punishable as provided in s.775.082 or s.775.083. The continued or habitual absence of a minor child without the consent of the principal or teacher in charge of the school her or she attends or should attend, or of the tutor who instructs or should instruct him or her, is prima facie evidence of a violation of this chapter; however, a showing that the parent has made a bona fide and diligent effort to control and keep the student in school shall be an affirmative defense to any criminal or other liability under this subsection and the court shall refer the parent and child for counseling, guidance, or other needed services.” [Florida State Statute 1003.27 (7)(a)(1)(2)]

SCHOOL LETTERHEAD – SAMPLE #1

Date:

Name:

Address:

City, state, zip code

Estimado: _____

La asistencia a clases es un importante indicador del éxito escolar. Es por eso que nos preocupa el patrón de asistencia a clases de su hijo(a).

Esta carta es para informarle que hasta la fecha, _____ ha acumulado _____ ausencias. Aunque algunas de estas sean justificadas, la cantidad de ausencias es excesiva.

La ley de la Florida sobre la asistencia a clases exige que un estudiante que este continuamente enfermo y falte a clases con frecuencia, esté bajo la supervisión de un médico con licencia y que esté practicando su profesión, con un certificado escrito por el médico. Sin dicho certificado, el director(a) o la persona designada por este puede considerar estas ausencias como injustificadas. [Estatuto 1003.24 de la Florida.]

Por favor, proporcionele a la escuela dicha documentación a más tardar _____ para poder solucionar este asunto. Muchas gracias por su cooperación y participación en la educación de su hijo.

Atentamente,

Name/Title

School

“Los padres que rehúsen o dejen de enviar a la escuela de forma regular a un niño que esté bajo su cuidado, o que rehúsen o incumplan con los requisitos del inciso (3), cometen un delito menor de segundo grado castigado según se estipula en los estatutos 775.082 y 775.083 de la Florida. La ausencia continua o habitual de un niño sin el consentimiento del director o maestro encargado de la escuela a la que éste asiste o debe asistir; o del tutor que le está instruyendo o que debe instruirlo, es una prueba suficiente a primera vista de la violación de este capítulo. No obstante, si el tribunal de la jurisdicción correspondiente comprueba que los padres han hecho un esfuerzo de buena fé y son diligentes para controlar y hacer que el niño permanezca en la escuela, eximirá a los padres de cualquier responsabilidad penal impuesta en este inciso, y remitirá a los padres y al niño para que reciban asesoramiento, orientación u otros servicios que sean necesarios”. [Estatuto 1003.27(7)(a)(1)(2) del Estado de la Florida].

SCHOOL LETTERHEAD – SAMPLE #1

Dat:

Non:

Adrès:

Vil, Eta Zip Kòd

Chè: _____

Prezans nan lekòl se yon endikatè enpòtan pou siksè nan lekòl. Jan pitit ou a ap absan lekòl la enkyete nou.

Lèt sa a se pou enfòmè w, pou rive nan dat anwo a, pitit ou a _____ genyen _____ absans. Malgre gen kèk nan jou sa yo kote absans la kapab motive, kantite jou absans yo depase.

Lwa lekòl eta Florid egzije pou yo mete yon elèv k ap malad toutan epi ki ap absan lekòl toutan sou sipèvizyon yon doktè lisansye ki ap pratike epi doktè a dwe bay yon deklarasyon alekri ki ateste sa. San deklarasyon alekri doktè a, direktè(tris)/reprèzantan lekòl la k ab detèmine absans sa yo pa motive. [F.S.1003.24]

Silvoulè bay lekòl la dokimantasyon apwopriye apati _____ pou rezoud pwoblèm sa a. Mèsi anpil pou kolaborasyon w ak patisipasyon w nan edikasyon pitit ou a.

Sensèman,

Non/Tit

Lekòl

“Yon paran ki refize oswa fayi pou fè timoun minè ki anba kontwòl li ale lekòl regilyèman, oswa ki refize oswa fayi soumèt li anba egzijans nan souseksyon(3)a, kòmèt yon deli dezyèm degre ki pinisab jan lwa s.775.082 oswa s.775.083 mande l la. Absans kontinyèl oswa abityèl yon timoun minè san konsantman direktè (tris) oswa pwofesè anchaj lekòl kote li ye a, oswa pwofesè patikilyè k ap anseye oswa ki ta dwe anseye timoun nan se evidans vyolasyon chapit sa a; sepandan, yon prèv ki montre paran an te fè ak dilijans, yon efò de-bòn-fwa(bona fide) pou kontwòl ak kenbe elèv la lekòl ap konsidere kòm yon defans afimatif kont nenpòt responsablite legal oswa lòt responsablite anba souseksyon sa a epi tribinal la ap refere paran an ak timoun nan pou y ale pran konsèy oryantasyon oswa lòt sèvis yo ta gen bezwen .” [Lwa Eta Florid 1003.27 (7) (a) (1)(2)]

SCHOOL LETTERHEAD – SAMPLE #2

Date:

Name:

Address:

Dear: _____

Attendance in school is an important indicator to school success. We are concerned with the pattern of attendance your child has exhibited.

This letter is to inform you that, as of the above date, _____ has accumulated _____ UNEXCUSED absences.

Florida School Law requires that a student who is continually sick and repeatedly absent from school, be under the supervision of a licensed, practicing physician, attested to by a written statement from the physician. Without the physician’s written statement, the principal/designee may consider these absences unexcused. [F.S.1003.24]

Please provide the school with the appropriate documentation for these absences by _____ in order that this matter be resolved. Thank you very much for your cooperation and involvement in your child’s education.

Sincerely,

Name/Title
School

“A parent who refuses or fails to have a minor child who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements in subsection (3), commits a misdemeanor of the second degree, punishable as provided in s.775.082 or s.775.083. The continued or habitual absence of a minor child without the consent of the principal or teacher in charge of the school her or she attends or should attend, or of the tutor who instructs or should instruct him or her, is prima facie evidence of a violation of this chapter; however, a showing that the parent has made a bona fide and diligent effort to control and keep the student in school shall be an affirmative defense to any criminal or other liability under this subsection and the court shall refer the parent and child for counseling, guidance, or other needed services.” [Florida State Statute 1003.27 (7)(a)(1)(2)]

SCHOOL LETTERHEAD – SAMPLE #2

Date:

Name:

Address:

City, state, zip code

Estimado(a): _____

La asistencia a clases es un indicador importante del éxito escolar. Es por eso que nos preocupa el patrón de asistencia a clases de su hijo(a).

Esta carta es para informarle que hasta la fecha, _____ ha acumulado _____ ausencias **injustificadas**.

La ley de la Florida sobre la asistencia a clases exige que un estudiante que este continuamente enfermo y falte a clases con frecuencia, esté bajo la supervisión de un médico con licencia y que esté practicando su profesión, con un certificado escrito por el médico. Sin dicho certificado, el director(a) o la persona designada por este puede considerar estas ausencias como injustificadas. [Estatuto 1003.24 de la Florida.]

Por favor, proporciónale a la escuela dicha documentación a más tardar _____ para poder solucionar este asunto. Muchas gracias por su cooperación y participación en la educación de su hijo.

Atentamente,

Name/Title

School

“Los padres que rehúsen o dejen de enviar a la escuela de forma regular a un niño que esté bajo su cuidado, o que rehúsen o incumplan con los requisitos del inciso (3), cometen un delito menor de segundo grado castigado según se estipula en los estatutos 775.082 y 775.083 de la Florida. La ausencia continua o habitual de un niño sin el consentimiento del director o maestro encargado de la escuela a la que éste asiste o debe asistir; o del tutor que le está instruyendo o que debe instruirlo, es una prueba suficiente a primera vista de la violación de este capítulo. No obstante, si el tribunal de la jurisdicción correspondiente comprueba que los padres han hecho un esfuerzo de buena fé y son diligentes para controlar y hacer que el niño permanezca en la escuela, eximirá a los padres de cualquier responsabilidad penal impuesta en este inciso y remitirá a los padres y al niño para que reciban asesoramiento, orientación u otros servicios que sean necesarios”. [Estatuto 1003.27(7)(a)(1)(2) del Estado de la Florida].

SCHOOL LETTERHEAD-SAMPLE #2

Dat:

Non:

Adrès:

Vil, Eta Zip Kòd

Chè: _____

Prezans nan lekòl se yon endikatè enpòtan pou siksè nan lekòl. Jan pitit ou a ap absan lekòl la enkyete nou.

Lèt sa a se pou enfòmè w ke, pou rive nan dat anwo a, _____ pitit ou a genyen _____ ABSANS KI PA MOTIVE.

Lwa lekòl eta Florid egzije pou mete yon elèv k ap malad toutan epi k ap absan lekòl toutan sou sipèvizyon yon doktè lisansye ki ap pratike, epi doktè a dwe bay yon deklarasyon alekri ki ateste sa. San deklarasyon alekri doktè a, direktè(tris)/reprèzantan lekòl la k ab detèmine absans sa yo pa motive. [F.S.1003.24]

Silvoulè bay lekòl la dokimantasyon apwopriye apati _____ pou rezoud pwoblèm sa a. Mèsi anpil pou kolaborasyon w ak patisipasyon w nan edikasyon pitit ou a.

Sensèman,

Non/Tit

Lekòl

“Yon paran ki refize oswa fayi pou fè timoun minè ki anba kontwòl li ale lekòl regilyèman, oswa ki refize oswa fayi soumèt li anba egzijans nan souseksyon(3)a, kòmèt yon deli dezyèm degre ki pinisab jan lwa s.775.082 oswa s.775.083 mande l la. Absans kontinyèl oswa abityèl yon timoun minè san konsantman direktè (tris) oswa pwofesè anchaj lekòl kote li ye a, oswa pwofesè patikilyè k ap anseye oswa ki ta dwe anseye timoun nan se evidans vyolasyon chapit sa a; sepandan, yon prèv ki montre paran an te fè ak dilijans, yon efò de-bòn-fwa(bona fide) pou kontwòl ak kenbe elèv la lekòl ap konsidere kòm yon defans afimatif kont nenpòt responsablite legal oswa lòt responsablite anba souseksyon sa a epi tribinal la ap refere paran an ak timoun nan pou y ale pran konsèy oryantasyon oswa lòt sèvis yo ta gen bezwen.” [Lwa Eta Florid 1003.27 (7) (a) (1) (2)]

SCHOOL LETTERHEAD – SAMPLE #3

Date:

Name:

Address:

City, State Zip Code

Dear _____

Consistent attendance in school is a crucial indicator of school success. Recently, we are concerned that your child has missed instructional time in the classroom. Thus he/she may not be getting the building blocks necessary to master the standards for his/her subject level and grade level.

This letter is to inform you that _____ has accumulated _____ absences.

We are requesting your presence at an attendance meeting to discuss a plan to assist in resolving barriers that interfere with your child’s attendance. Please call _____ at _____ to schedule a time that is convenient for you to meet and discuss your child’s attendance.

It is important that you contact the school as soon as possible concerning this matter.

We look forward to hearing from you to assist us in our efforts to provide your child with the best education.

Sincerely,

Name/Title

“A parent who refuses or fails to have a minor child who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements in subsection (3), commits a misdemeanor of the second degree, punishable as provided in s.775.082 or s.775.083. The continued or habitual absence of a minor child without the consent of the principal or teacher in charge of the school he or she attends or should attend, or of the tutor who instructs or should instruct him or her, is prima facie evidence of a violation of this chapter; however, a showing that the parent has made a bona fide and diligent effort to control and keep the student in school shall be an affirmative defense to any criminal or other liability under this subsection and the court shall refer the parent and child for counseling, guidance, or other needed services.” [Florida State Statute 1003.27 (7)(a)(1)(2)]

SCHOOL LETTERHEAD – SAMPLE #3

Date:

Name:

Address:

City, state, zip code

Estimado(a): _____

La asistencia regular a clases es un indicador importante del éxito escolar. Estamos preocupados debido a que recientemente su hijo(a) ha perdido horas de instrucción en el aula. Por lo tanto no está recibiendo la base necesaria para dominar los estándares requeridos en su nivel y grado.

Esta carta es para informarle que hasta la fecha, _____ ha acumulado _____ ausencias.

Solicitamos su presencia en una reunión para discutir un plan que ayude a resolver los obstáculos que interfieren con la asistencia de su hijo a la escuela. Por favor, llame a _____ al _____ para programar un horario conveniente para usted en el que se pueda reunir y discutir la asistencia de su hijo.

Es muy importante que se comunique con la escuela cuanto antes con relación a este asunto.

Esperamos su respuesta para que nos ayude en nuestros esfuerzos por proporcionarle a su hijo la mejor educación.

Atentamente,

Name/Title

School

“Los padres que rehúsen o dejen de enviar a la escuela de forma regular a un niño que esté bajo su cuidado, o que rehúsen o incumplan con los requisitos del inciso (3), cometen un delito menor de segundo grado castigado según se estipula en los estatutos 775.082 y 775.083 de la Florida. La ausencia continua o habitual de un niño sin el consentimiento del director o maestro encargado de la escuela a la que éste asiste o debe asistir; o del tutor que le está instruyendo o que debe instruirlo, es una prueba suficiente a primera vista de la violación de este capítulo. No obstante, si el tribunal de la jurisdicción correspondiente comprueba que los padres han hecho un esfuerzo de buena fé y son diligentes para controlar y hacer que el niño permanezca en la escuela, eximirá a los padres de cualquier responsabilidad penal impuesta en este inciso, y remitirá a los padres y al niño para que reciban asesoramiento, orientación u otros servicios que sean necesarios”. [Estatuto 1003.27(7)(a)(1)(2) del Estado de la Florida].

SCHOOL LETTERHEAD – SAMPLE #3

Dat:

Non:

Adrès:

Vil, Eta Zip Kòd

Chè _____

Prezans konsistan yon elèv nan lekòl se yon endikatè esansyèl ke timoun nan ap gen siksè nan lekòl. Pandan dènye jou sa yo, nou enkyete pou pitit ou a ki rate lè enstriksyon nan klas la. Konsa li kab pa resevwa nosyon de baz ki nesèsè pou l metrize estanda pou nivo sijè ak klas li.

Lèt sa a se pou enfòmè w _____genyen _____absans.

N ap mande pou vin nan yon reyinyon sou prezans/absans pou nou k ab diskite yon plan k ap ede nou rezoud difikilte ki entèfere ak prezans pitit ou a nan klas. Silvouplè rele _____ nan _____ pou fikse yon lè ki konvenab pou ou pou nou rankontre epi diskite prezans/absans pitit ou a.

Li enpòtan pou kontakte lekòl la osito posib konsènan pwoblèm sa a.

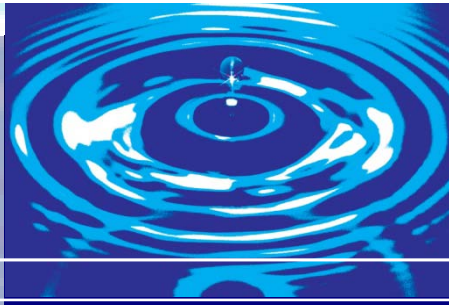
Nou espere jwenn repons ou avan lontan pou kab ede nou nan efò n ap fè pou bay pitit ou a yon meyè edikasyon.

Sensèman,

Non/Tit

Lekòl

“Yon paran ki refize oswa fayi pou fè timoun minè ki anba kontwòl li ale lekòl regilyèman, oswa ki refize oswa fayi soumèt li anba egzijans nan souseksyon(3)a, kòmèt yon deli dezyèm degre ki pinisab jan lwa s.775.082 oswa s.775.083 mande l la. Absans kontinyèl oswa abityèl yon timoun minè san konsantman direktè (tris) oswa pwofesè anchaj lekòl kote li ye a, oswa pwofesè patikilyè k ap anseye oswa ki ta dwe anseye timoun nan se evidans vyolasyon chapit sa a; sepandan, yon prèv ki montre paran an te fè ak dilijans, yon efò de-bòn-fwa (bona fide) pou kontwole ak kenbe elèv la lekòl ap konsidere kòm yon defans afimatif kont nenpòt responsablite legal oswa lòt responsablite anba souseksyon sa a epi tribinal la ap refere paran an ak timoun nan pou y ale pran konsèy, oryantasyon, oswa lòt sèvis yo ta gen bezwen.” [Lwa Eta Florid 1003.27 (7)(a)(1)(2)]



Section V District Forms for Truancy Packet

This Section Contains:

- PBSD 1462 Student Truancy Referral
- PBSD 2228 Student Attendance Study Team Meeting Report
- PBSD 2224 Student Truancy Attendance Agreement
- PBSD 2223 Student Truancy Telephone Record

(PBSD Forms in this document are converted to MSWORD documents.
They are also available in PDF form located on the website)



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

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 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.

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

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

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

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/orin.*

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-CINSIFINS (*Department of Juvenile Justice -Children In Need of Services/Family In Need of Services*) provider for services.
2. The DJJ-CINSIFINS provider schedules a Truancy Case Staffing for those students who continue to exhibit truant behavior.



STUDENT NAME <i>(last, first, middle initial)</i>		
STUDENT ID NUMBER	GRADE	CURRENT DATE
SCHOOL		
DATE OF BIRTH		CURRENT AGE

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Student Attendance Study Team Meeting Report

This report is completed during the Attendance Study Team meeting to document reasons for absences, interventions and potential remedies. The completed form becomes part of the Truancy Packet.

State student's/parent/guardian's reason(s) for absences

State parent/guardian's attempt to remediate the attendance problem

Is the student under the care of a licensed physician? Yes No If yes, explain care provided:

Has the parent provided the school with medical documentation? Yes ___ No

Florida school law requires that a student who is continually sick and repeatedly absent from school be under the supervision of a licensed practicing physician, attested to by a written statement from the physician. [F.S. 1003.24(4)]

Is the completed and signed *Release or Transfer of Student Information (PBSD 0313)* included? Yes No

Is the student involved with any community agencies (i.e., DCF, DJJ, counseling, etc.)? Yes ___ No

If "Yes" specify agencies

Description of school's interventions or proposed interventions

Parent/guardian's plan of action:

SIGNATURE OF PERSON COMPLETING FORM DATE PRINT NAME/TITLE

SIGNATURE OF MEETING ATTENDEE DATE PRINT NAME / TITLE

SIGNATURE OF MEETING ATTENDEE DATE PRINT NAME / TITLE

SIGNATURE OF PARENT/GUARDIAN DATE PRINT NAME



Student Attendance Study Team Meeting Report

STUDENT NUMBER	CURRENT DATE
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Other pertinent information:

Conclusion:



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Student Truancy Attendance Agreement

Florida Statutes 1003.21 and 1003.24 require regular school attendance of all children between the ages of 6 and 16. The only absences excusable by law are for a student's illness (medical documentation) and as defined in School Board Policy 5.09. This Attendance Agreement must be completed by the school and signed by the student and parent during the Attendance Study Team meeting.

Student ID Number
Student Grade
Parent/Guardian Name
Parent/Guardian Telephone () -
School Name
School Telephone () -

Student Name *(last, first, m.i.)*

STUDENT RESPONSIBILITY

I (above named student) agree to arrive at school on time and attend all classes every day. Further, I agree to abide by all the rules and regulations of my school.

In the event of future absences, my parent/guardian will contact the school on the day on which the absence occurs. An excuse from a medical doctor may be required.

I understand that failure to comply with the above may result in a referral to the Department of Juvenile Justice or to Juvenile Court.

Signature of Student (10 years of age or above) Date

PARENT/GUARDIAN RESPONSIBILITY

I understand that by law, my child (above named student) is required to attend school. I recognize there has been a problem with his/her regular school attendance. I agree to provide support to my child to remediate this truant behavior. I also agree to monitor my child's daily attendance by contacting my child's school, if needed, to verify my child's attendance.

Signature of Parent / Guardian Date

SIGNATURE OF SCHOOL OFFICIAL DATE

*School
Official
Title*

STUDENT TRUANCY TELEPHONE RECORD
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

STUDENT NAME <i>(last, first, middle initial)</i>	PARENT/GUARDIAN TELEPHONE NUMBERS
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DATE	SPOKEN WITH	L E F T	M E S S A G E	N O	A N S W E R	M E D I C A L	C O N F E R E N C E	S E T	OUTCOME
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