

# Iosco RESA Truancy Process

By: Stephanie Conklin





# District Action

- Follow district attendance policy
- Report any “missing” student or student that do not return to school and no record request has been received within 10 days of the start of the school year.
- 10 days absent or absent 10%
  - Documented district action (attendance letter, phone log, email chain etc...)
  - Review student history of attendance, grades, and/or disciplines
  - Contact Parent/Guardian
- 10+ days absent or more than 10%
  - Schedule meeting with school officials, parents and student (if appropriate)
  - Develop action plan signed by all parties
  - Utilize resources school social worker, school success liaison, Ausable Valley, DHHS
- Attendance problem persists
  - Referral to School Community Liaison Officer



# Referral #1

**If a student meets the ten days or ten percent absence threshold they are to be referred to Stephanie Conklin. (data shows that if a student has missed 4 days prior to the first count day they should be monitored as they are more likely to become truant.**

- EZ truancy referral form completed by district-losco RESA website/Departments/Truancy.
  - [https://www.ioscoresa.net/downloads/truancy/ez\\_truancy\\_referral.pdf](https://www.ioscoresa.net/downloads/truancy/ez_truancy_referral.pdf)
- Include up to date attendance report from SIS, Attendance code key, student demographics, discipline report if applicable.
- Include a copy of any action plan created by the district



# ISD Action

- Letter sent to parents by School Community Liaison officer informing them of their truancy investigation being opened. State of Michigan Compulsory School Attendance Laws sent.
  - [https://docs.google.com/document/d/1luYe6F3w\\_Vcp8\\_NFLgJ5eM8rK8WKRq1C5534sQ3kSlc/edit?usp=sharing](https://docs.google.com/document/d/1luYe6F3w_Vcp8_NFLgJ5eM8rK8WKRq1C5534sQ3kSlc/edit?usp=sharing)
- Phone contact made by School Community Liaison Officer to discuss attendance issues. Meeting scheduled with school staff student/parent guardian and school community liaison officer.
- Follow up with schools weekly to monitor attendance of referred students



## Referral #2

- Include all first referral materials
- Updated data from first referral to current date: attendance, discipline, etc...
- Long truancy form filled out completely by district
  - [https://www.ioscoresa.net/downloads/truancy/truancy\\_referral\\_form\\_2019.pdf](https://www.ioscoresa.net/downloads/truancy/truancy_referral_form_2019.pdf)



## ISD Action

- Certified letter sent by School Community Liaison Officer notifying parent of mandatory meeting.
- Meeting scheduled with school officials, parent/guardian, student(if appropriate), School Community Liaison Officer, and Truancy Task Force representatives.
- Complete student/family help bank activity. Talk about Showing up matters for R.E.A.L.
- Attendance action plan reviewed/revised with input from all attendees. Must include timeline for compliance and signatures from all parties.
- Attendance will continue to be monitored by School community Liaison officer.



## **Attendance requirements have not been met:**

- School community liaison officer should have ALL attendance and reports up to date.
- All parties feel we have exhausted all efforts with no improvement.
- Petition prepared and filed by School Community Liaison Officer with Losco County Prosecutor.

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Education is  
the most **POWERFUL**  
**WEAPON**  
which *you* can use  
to *change*  
the **WORLD.**

”

-Nelson Mandela