

Truancy Task Force

Policies and Procedures

Three Referral Process

First Referral:

- Proof of initial contact with Stephanie Conklin
- EZ truancy form filled out.
- Letter of First referral notice to Parents/Students- initial contact made by Stephanie via letter and phone.
- Data to support decision
 - Provide legend for attendance

Second Referral:

- All first referral materials
 - Copy of first referral letter
 - Data w/ legend if applicable
- Data to support ongoing decisions
 - Provide legend for attendance and/ or discipline codes
 - Updated data from initial to now
- Second meeting notes
 - Student, Parent, and Stephanie Conklin must be in attendance
 - Must include input from all attendees
 - Plan/Goals moving forward with timeline for compliance.

Third Referral:

- Long Truancy Referral Form filled out completely with supporting documentation attached.
https://www.ioscoresa.net/downloads/truancy/truancy_referral_form_2019.pdf
- Truancy Task Force meeting to be scheduled.