

MOISD Truancy Process Outline

1. Poor attendance pattern emerges (**Chronic: 10% absenteeism = 2 days per month; Excessive: 20% = 4 days monthly**) building level interventions begin and the intervention log is started on Skyward.
2. Poor attendance continues- Communication to parent sharing attendance records and grades impacted. Document method of contact on shared drive (Skyward) such as letter, phone call, email, etc..
3. Poor attendance continues- Letter sent home by the school requesting family to **come to the school for a meeting.**
4. At the school meeting, members of the attendance team use the **Attendance Improvement Plan** to determine and address barriers; provide resources including the required academic counseling contact; make an outside agency referral and establish a plan to engage the student. Parents and student need to sign the Attendance Contract. Attendance team will continue tracking attendance, revisit goals, barriers and if resources are helpful.
5. If poor attendance continues, the Attendance Intervention Plan does not resolve the problem, all efforts exhausted, **then make a written referral to the MOISD Truancy Officer.** Gather all required documents, including attendance and grades for the year, student emergency contact page, attendance log entries, copies of letters, attendance improvement plans and any other pertinent documents.
6. **MOISD Truancy Officer performs a formal investigation.**
7. Truancy Letter is formally conveyed to the parent, typically meeting with the family.
8. **The interventions continue and attendance is tracked by the school.** School personnel must keep Truancy Officer informed if excessive absences continue and Truancy Officer may proceed to court action if all necessary documents have been collected.
9. If all efforts by attendance team /Truancy Officer do not correct the student's attendance, **then the truancy officer will proceed to court after attaining all required documentation.**