Franklin County Truancy Protocol Flow Chart
School Level

Each Absence
Call made to parent/guardian by child's teacher or school staff when unexcused.

5 Days
School calls all contacts and emergency contact to speak with someone on the line when truancy is perceived as an issue, at the discretion of identified staff person.

10 Days
School sends letter to all.
School holds CSP or Attendance Meeting with staff and parent/guardian when truancy is perceived as an issue, at the discretion of school staff person.
- Standard letter in most cases; letter may be tailored for cases where truancy is not perceived as an issue (ex. Extended vacation, illness, etc.)
- For Attendance Meeting, school provides parent with flexibility for meeting, such as flexible scheduling or location, transport or phone meeting, as needed.
- If parent unreachable to schedule or misses meeting, school calls to inform parent of continued absence monitoring.

15 Days
School contact contacts Truancy Intervention Panel (TIP) representative to submit a referral for Truancy Specialist (TS) services.

Note: For 5 Days, 10 Days and 15 Days steps, both unexcused and excused absences are counted.