Franklin County Truancy Protocol Flowchart

**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 school staff person.
- Standard letter in most cases; letter may be tailored for cases where truancy is not perceived as an issue
- 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.

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

**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 identified school staff person.
- Standard letter in most cases; letter may be tailored for cases where truancy is not perceived as an issue
- For Attendance Meeting, school provides parent with flexibility for meeting, such as flexible scheduling or location, transport or phone meeting, as needed.

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

**TIP either:**
1. Accepts referral and places on TS Caseload;
2. Accepts referral and places on TS’s Waitlist;
3. Sends referral back to school with recommendations.

*TIP meets on a regular basis. School contact invited to present referral at the TIP.

**TS Services**
1. TS sets up a visit with family within 1 week, obtains releases and sets up an intake assessment with NCSS staff.
2. Interventions target factors contributing to truancy, as identified by student, parent(s), school and TS.
3. TS checks in bi-weekly with school contact.
4. TS checks in at least monthly with Truancy Intervention Panel.

**Truancy Resolved:** Student misses 0-3 days over a period of 3 consecutive months. TS discharges and makes necessary referrals. No discharge if 3 days are all in 1 month.

**Truancy Unresolved:** In the case of service engagement, after 5 more absences and no clear improvement, TS informs school & school reports to DCF at 20 days unexcused.

In the case of service refusal, school reports to DCF at 20 Days unexcused.

**DCF**
May open an assessment and file an affidavit for judicial intervention in cases of educational neglect.

**Court**
May process as a CHINS case in family court or as a criminal charge in civil court.

Last Revised 10/28/15 – Franklin County Truancy Intervention Project