

ATTENDANCE FLOWCHART

ADMINISTRATIVE PROCEDURE 5200

- Every absence – auto attendance dialer
- 5th absence – phone call by staff or auto dialer to parent/guardian
- 7th absence – letter mailed via US Mail
- 10th absence – letter mailed via US Mail
- FOCUS must be checked daily to ensure compliance of board policy
- If pattern of nonattendance continues, schedule MTSS meeting and follow truancy procedures below

TRUANCY

- 5 unexcused absences within a calendar month, or
- 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the student's parent (F.S. 1003.1(8) Definition – Habitual truant)



MULTI-TIER SYSTEM OF SUPPORT (MTSS) MEETING AND INTERVENTIONS

- MTSS meeting held at school with Student Relations Specialist and parent (and child, if age appropriate)
- If parent does not attend the MTSS meeting, the team may meet with the child and the Student Relations Specialists will conduct a home visit
- Interventions may include, but are not limited to:

<ul style="list-style-type: none"> ○ check-in/check-out ○ assign a tutor/mentor ○ frequent progress reports ○ school counselor / LMHP ○ changes in learning environment/placement in different classroom ○ review of IEP/504 plan, if applicable 	<ul style="list-style-type: none"> ○ attendance agreement ○ rescind driver's license, if age appropriate ○ rescind Learnfare funding, if applicable ○ credit withheld, if applicable ○ referral to outside agencies (JAR, TURN, CINS/FINS, Parenting classes)
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If truancy continues:

TRUANCY COURT

If parent/student is non-compliant with recommendations from MTSS meeting, student is habitually truant (check FOCUS), and absences continue:

- Truancy Petition is filed at courthouse
- Case presented in court for judge to declare student habitually truant
- School administrator attendance is mandatory in court