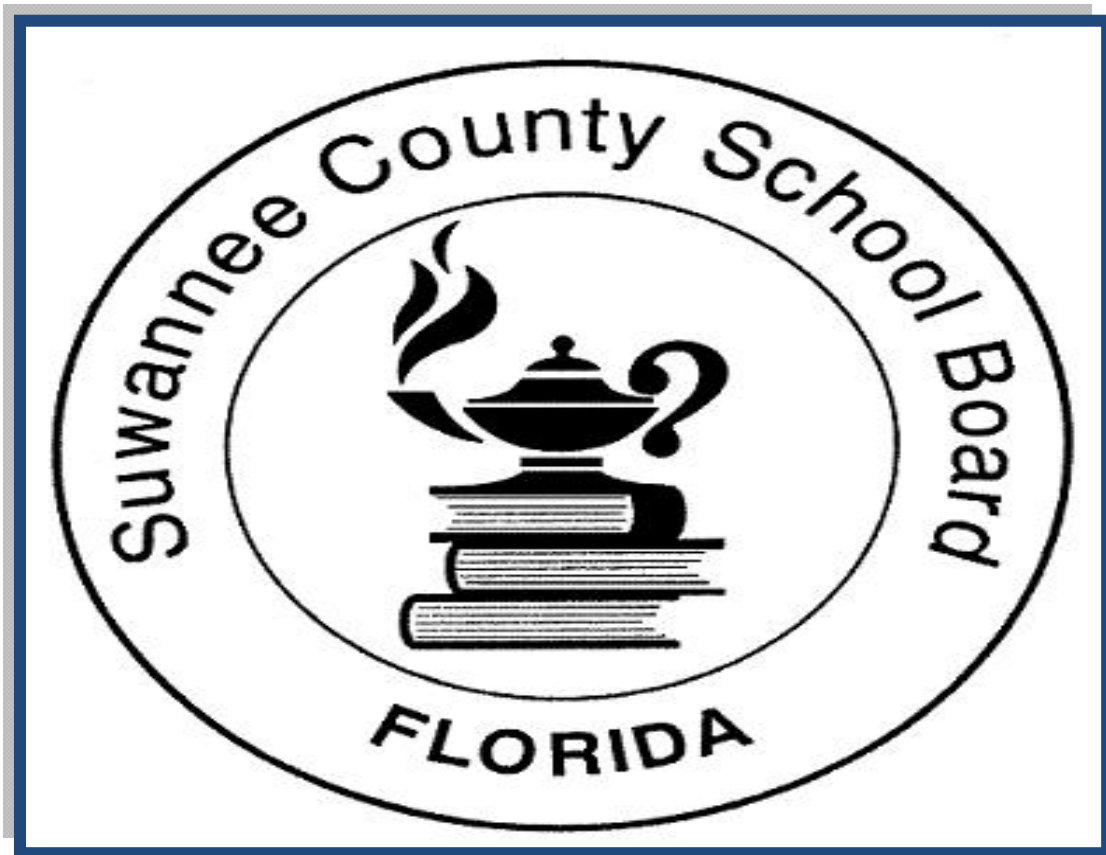


# SUWANNEE DISTRICT SCHOOLS



# **Attendance and Truancy Procedural Guide Office of Student Services PROCEDURAL MANUAL**

## **POLICY 5.04: ATTENDANCE**

**Based on policy, as approved by the School Board, on 05/25/2010**

**The purpose of this document is to provide guidelines to the school staff in the implementation of the Attendance Policy.**

**The Department of Student Services may periodically update the procedural guidelines. Suggestions and questions are encouraged and should be directed to:**

**Suwannee County School District  
Director of Student Services  
Elizabeth Simpson  
[esimpson@suwannee.k12.fl.us](mailto:esimpson@suwannee.k12.fl.us)  
386-647-4631**

**Suwannee County School District  
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Michele Howard  
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386-647-4636**

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## INTRODUCTION

Attendance is one of the primary determinants of how a student performs in school. Many studies show high correlation between academic achievement and a student's attendance in class. Although a student may be allowed to make up work missed as a result of an excused absence, the loss of experiences gained through interaction with other students and the teacher cannot be replaced. The Florida Legislature specifies findings on school attendance in Section 32250~~4~~3, F. S., as follows:

- It is essential that children receive an education.
- Failure to attend school in a regular and timely fashion hinders the education process.
- Truancy and poor school performance have a direct relationship to juvenile delinquency and destructive behavior.
- A disproportionate percentage of juvenile crime occurs when juveniles should be in school.
- Parents and guardians must be held responsible for sending their children to school.
- If a juvenile refuses to attend school or a parent or guardian refuses to compel the child to attend school, there must exist an efficient and expedient process to enforce attendance laws.

# *Suwannee County School Board*

## *Policy Manual*

### ***CHAPTER 5.00 –STUDENTS***

#### ***STUDENT ATTENDANCE 5.04\****

I. A student who is absent without the principal's approval shall have his/her parent(s) or legal guardian as defined by Florida Statutes, report such absences to the school center in the manner prescribed by the Code of Student Conduct.

II. The Code of Student Conduct shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.

III. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes and State Board of Education rule.

IV. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.

V. Student absences must be tracked on a daily basis and parents contacted as required by law.

VI. A person designated by the Superintendent or his/her designee shall investigate truancy problems.

VII. A student who may be exhibiting a pattern of non-attendance or who has fewer absences than the number required by s. 1003.26 (1) (b), at the discretion of the principal, may be referred to a Child Study Team to determine if early patterns of truancy are developing.

**STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED: 1001.43, 1003.21, 1003.23, 1003.24, 1003.26, F.S.**

**STATE BOARD OF EDUCATION RULE(S): 6A-1.09514**

**History: Adopted: 08/22/06 Revision Date(s): 5/25/10**

## ***Suwannee District Schools***

### ***Student Conduct and Discipline Code***

***Adopted by the Suwannee County School Board July, 2015***

## ***SECTION III: POLICIES GOVERNING STUDENT BEHAVIOR***

### ***ATTENDANCE RULES***

The expectation of the School Board of Suwannee County, Florida is that all students will be in attendance each day of the school year.

1. Parents /guardians are responsible for the attendance of their children within the compulsory school age\* unless the child files a formal declaration of intent to terminate school enrollment with the district School Board at age 16. The declaration must acknowledge that the terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parents/guardians.

Parents/guardians who refuse or fail to have a child in school commit a misdemeanor, punishable as provided by law. [§ 1003.21(1) (c). Florida Statutes]

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.21.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.21.html)

Parents can monitor student attendance counts through the FOCUS Student Information System.

All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term. (Compulsory School Attendance)

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=compulsory+attendance&URL=1000-1099/1003/Sections/1003.21.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=compulsory+attendance&URL=1000-1099/1003/Sections/1003.21.html)

Whenever a student of compulsory school age is absent without the permission of the person in charge of the school, the parent/guardian of the student will, within the grading period after the absence, report and explain in writing the cause of such absence or tardy to appropriate school personnel.

Excused absences or tardies may include at the discretion of the principal:

- A. Illness or injury of the student
  - B. Illness or injury of the student's immediate family creating insurmountable condition of absence
  - C. Illness or death of the student's immediate family
  - D. documented appointments with healthcare professionals
  - E. pre-arranged absences of educational value and with the principal's prior approval (must at least five days in advance to be excused unless there are extenuating circumstances)
  - F. recognized religious holidays
  - G. documented judicial acts-subpoena/summons
2. School sponsored academic field trips are not considered absences; students are required to make-up missed class work upon return to school.
  3. Students with absences are responsible for making arrangements with the teacher to make up work and assignments missed while absent. All missed work is due within a reasonable amount of time following the return to school (allowing 2 days for each day absent) with the following exceptions:
    - tests or exams assigned prior to absence will be taken on the day student returns to school;
    - work assigned prior to absence and due while absent, will be due on the day student returns to school;
    - long term assignments and projects must be turned in on the day the student returns to school, e.g. book reports, research papers, etc.;
      - long term assignments and projects submitted after the first day the student returns to school may result in grade reduction
      - students checking in and/or out on the day of a long-term assignment is due must turn the assignment in by the end of that school day for it to be accepted as on time.
4. **Excessive Absences**
    - If a student has at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten unexcused absences, or absences for which the reasons are unknown, within a 90 calendar day period, the



student may be exhibiting a pattern of nonattendance (this may be considered excessive).

## **5. Truancy**

A habitual truant is defined by law as a student who has 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the parent or legal guardian. [§1003.01 (8) Florida Statute]

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.01.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.01.html)

Accumulated tardies and early departures shall be considered unexcused absences. Four unexcused tardies or early departures will equal one unexcused absence for the purpose of defining a habitual truant.

The superintendent must provide the Department of Highway and Motor Vehicles with the name of each habitual truant, age 15 and above. The Department of Highway and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued license of any such student. [§322.091, Florida Statutes]

Families receiving public assistance for a student through the State of Florida WAGES program may have that assistance withdrawn if the student is classified as truant.

Students, 18 years of age or older, shall have all rights accorded to their records, unless they are dependent on their parents as defined in the Internal Revenue Code. Students, 18 years of age or older, in K-12 educational programs are required to be in compliance with attendance and discipline policies of the School Board of Suwannee County, Florida.

Students and families violating the state truancy law may face court action. [1003.27 and 1003.29. Florida Statutes]

On third, fifth and tenth unexcused absence, a letter will be sent to the parents/guardians informing them of the compulsory school attendance law and their legal obligation to follow the law. Legal actions including possible criminal charges will be pursued when the parents/guardians ignore school attendance requirements.

# ***DEFINITION OF ABSENCE AND ATTENDANCE***

## **Regular School Attendance**

“Regular school attendance” as used in this section may be achieved by attendance in one of the following: Regular attendance within the intent of §1003.21 may be achieved by attendance in:

- a public school;
- a parochial, religious, or denominational school;
- a private school;
- A home education program that meets the requirements of Chapter 1002; or
- private tutoring program, provided the program meets state requirements of Chapter 1002.

**Attendance:** Attendance is the presence of a student on days school is in session. The student must be actually at the school to which he or she has been assigned or present at an educational activity which constitutes part of the approved school program for that

**ABSCENCE:** Absence is the nonattendance of a student on days school is in session. Any student must be counted absent who is not physically present at school or at a school activity as defined under the compulsory attendance law.

## **ABSENCE CLASSIFICATION**

- **EXCUSED:** Allowable absence in accordance with school district policy. \*  
Students, in accordance with district policy, may be allowed to make up missed work.
- **UNEXCUSED:** Absence which is not in accordance with school district policy.\*  
Students will be allowed to make up work for at least partial credit.

## **Excused Absences**

- **Medical**-accompanied by note from a licensed health care provider\* \*  
\*\*Medical Doctor, Doctor of Osteopathy, Doctor of Dental Surgery, Chiropractic Physician Advanced Registered Nurse Practitioner, Physician’s Assistant, Physical Therapist
- **Administrative**-granted by principal (or their designee)  
Administrators may grant excused absences for:

- participation in academic classes or
- school sponsored activities
- parent notes for absence - parent notes may, **at the discretion of the principal**, be accepted as excused absences (3 parent notes/nine week grading period),

It is the responsibility of each student's parent to justify every absence to the school principal.

**Reasons for excused absence with a parent note may include:**

- sickness, injury, death in the immediate family, or some other insurmountable condition
- documented court appearances such as subpoena or forced absence by any law enforcement agency to fulfill civic duties (a copy of the subpoena or court summons is required)
- documented illness of the student
- documented medical appointments of the student
- a religious holiday of the specific faith of the student (preapproved by the principal)
- major disaster that would justify absence (approved by the principal)
- Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworms, impetigo and scabies. Students are allowed a maximum of three excused days absence for each infestation of head lice.
- other planned absences approved in advance by the principal  
Parents/students must provide to the school principal, the reason for each absence within five days of returning to school.

**Tardies**

- **Tardy** is the absence of a student at the time attendance is taken provided the student meets the definition for being present before the close of the day/period.
  - when a student is late for school/class, the tardy must be identified as excused or unexcused
  - an excused tardy is given when a student is late for school/class due to sickness or injury, death in the family, medical or dental appointments with a note from the physician, school sponsored activities, court date, or other reason approved by the school principal

- an unexcused tardy is given when a student is late to school/class due to, but not limited to, oversleeping, missing the school bus, shopping trips, pleasure trips or excessive number of tardies due to illness without a physician’s verification that the medical condition justifies the student’s tardiness

Section 1003.02(1)(b), F.S. Per Suwannee District Schools Student Conduct and Discipline Code, Section III. Truancy: four unexcused tardies or early releases will equal one unexcused absence for the purpose of defining a habitual truant.

[http://www.flsenate.gov/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.02.html](http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.02.html)

## *Definition of Pattern of Nonattendance, Truant, Habitual Truant*

### **Pattern of Nonattendance:**

If a student has had:

- At least five (5) unexcused absences or absences which for the reason (s)are unknown within a calendar month
  - or ten (10) unexcused absences or absences within a ninety (90) calendar day period, for which the reason(s) are unknown

The student may be exhibiting a pattern of nonattendance.

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=1003.26&URL=1000-1099/1003/Sections/1003.26.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1003.26&URL=1000-1099/1003/Sections/1003.26.html)

**Truant:** A student who has at least five unexcused absences\* during a school year.

\*Unexcused absences do not include those due to disciplinary actions (suspension/expulsion); pertains to 180 day school year only.

**Habitual Truant:** A student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent  
[FL Statute 1003.21(8)]

**In this definition “calendar days” includes the 7-day week contrasted by the 5-day week referenced in “school days,” which excludes Saturday and Sunday.**

## **TRUANCY**

Florida law requires that school boards collect and report data on truancy rates at the school level.

Section 1003.01(8), F.S. defines habitual truant as a student who has accumulated 15 unexcused absences within 90 calendar days.

[http://www.flsenate.gov/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.01.html](http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.01.html)

## **School Level Interventions (F.S. 1003.26)**

### **Complete steps 1 –6 BEFORE completing Truancy Referral**

1. The teacher of record **MUST** report to the principal/designee along with evidence of previous attempts at contact, and/or reasons for non-attendance given by the parents:
  - a. Names of students who have incurred 5 unexcused absences within a calendar month, absences for which the reason is unknown, or 10 absences within 90 calendar days
2. The principal/designee **SHALL** contact parent by telephone, e-mail, or letter to determine the reason for each unexcused absence where the reasons are unknown (sample school letter in Truancy Procedures Manual).
  - A. After the **3rd** absence, a notification letter will be sent to the parents/guardians
  - B. After the **5th** and **10th** unexcused absence, a notification letter will be sent to the parents/guardians
3. When determined that the absences indicate a pattern of nonattendance without documentation, the principal/designee **SHALL** refer the case to the Student Support Team to determine if early patterns of truancy are developing.
4. The Student Support Team reviews the case. If the Student Support Team finds a pattern of non-attendance, a letter is sent to the parent/guardian requesting a meeting with the parent (sample school letter in Truancy Procedures Manual).
  - A. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify:

- a. the district school superintendent and
- b. the school district contact for home education programs that the referred student is exhibiting a pattern of nonattendance.

5. The Student Support Team meets\*\* with the parent to discuss resolution of the attendance problem. The Student Support Team SHALL implement interventions that best address the problem(s) including but not withstanding:

- frequent communication with the teacher and family;
- attendance contracts;
- changes in the learning environment;
- mentoring,
- counseling,
- tutoring, including peer tutoring;
- placement into different classes;
- referral to other agencies for family services;
- information about alternative methods of education (i.e .virtual, home or charter school)
- recommendation for filing a truancy petition pursuant to §984.151
- referral to other agencies for family services or
- evaluation for alternative education programs

**No Cost Counseling:**

**CDS Family & Behavioral Health Services  
Family Action- Northwest  
1884 Grandview Street  
Lake City, FL 32025  
386-487-0190  
386-487-0195- FAX**

\*\* The meeting is documented on the Student Support Team Form

\*\* If the school needs assistance conducting the Attendance Study Team or has questions about a student situation, please call Michele Howard @ ext. 4636 for assistance.

6. If interventions are in place and working, NO REFERRAL needs to be completed.
7. After the interventions have been diligently put in place and implemented within 30 days, and there continues to be undocumented, unexcused attendance concerns (i.e. up to 15 absences) the a school administrator completes a Truancy Referral Form and sends the

referral to Michele Howard, Truancy Coordinator. All parental contacts/responses and intervention activities must be documented (checked off) on the form.

- The Child Study Team shall be diligent in facilitating intervention services and shall report the case to the district school superintendent only when all reasonable efforts to resolve the nonattendance behavior are exhausted (this includes truancy court).
  - If the parent refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent may appeal to the district school board.
  - The district school board may provide a hearing officer, and the hearing officer shall make a recommendation for final action to the district school board.
  - If the district school board's final determination is that the strategies of The Child Study Team are appropriate, and the parent still refuses to participate or cooperate, the district school superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.  
[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&Appmode=Display\\_Statute&Search\\_String=1003.26&URL=1000-1099/1003/Sections/1003.26.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&Appmode=Display_Statute&Search_String=1003.26&URL=1000-1099/1003/Sections/1003.26.html)

## **District Level Interventions**

On receipt of the Attendance Referral Form the Truancy Coordinator will provide the following interventions according to the needs of the student:

- Conference with referring school principal or designee
- Conference with referring school principal or designee and student/parent/guardian
- Agency referral, if appropriate
- Monitor student attendance and parent/guardian's compliance with recommendations/interventions made by school principal or designee and attendance coordinator
- Send notice of Pre Court Meeting Letter from the District Office to parent/guardian, if Truancy Proceedings will be take place
- Refer a student who is habitually truant and the student's family to the children-in-need-of-services (CINS), and families-in-need-of-services (FINS) provider, or the case staffing committee, established pursuant to §984.12
- File a Truancy Court Petition with County Judge

- The district school superintendent is authorized to file a truancy petition, as defined in s. 984.03, following the procedures outlined in s. 984.151.
- Monitor (and report to judge ) student's attendance and parent/guardian's compliance with recommendations/interventions imposed by judge
- Attend weekly Truancy Court proceedings
- Refer parents for prosecution if participation in Truancy Court is unsuccessful
  - If the district school board's final determination is that the strategies of The Child Study Team are appropriate, and the parent still refuses to participate or cooperate, the district school superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=1003.26&URL=1000-1099/1003/Sections/1003.26.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1003.26&URL=1000-1099/1003/Sections/1003.26.html)



# Truancy Court

The Truancy Court Program is collaboration between the school system and the judicial system to identify needs. The Truancy Court employs the prestige of the bench to implement address truancy. Above all, it addresses the matter of truancy in the context of the family. Truancy is rarely a reflection of the truant child alone, but rather a red flag that indicates a family that needs help.

## Truancy Court Program Team

The TCP team shall consist of the following: Truancy Court Judge, members of the judiciary, School Representative, School Board Attendance Coordinator or Assistant, Department of Juvenile Justice, Department of Children and Families, State Attorney's Office, School Resource Officer (law enforcement).

## Mission Statement

The Truancy Court Program is collaboration of the courts, schools, mental health providers, law enforcement agencies, state agencies dealing with juvenile delinquency and dependency, community partnerships, families, and others to: (1) address the causes of truancy, (2) develop solutions to the truancy problem, and (3) substantially reduce incidents of truancy in the public school system.

## Truancy Court Participant Guidelines:

**Court Sessions:** Truancy Court Program (TCP) participants and their parents are required to appear to Truancy Court weekly unless otherwise ordered by the Judge. All summons originally served to the students and the parents shall remain in full force and effect for as long as the child is involved in the Truancy Court. Failure for a child to attend Court could result in a truancy arrest warrant being issued. Failure of a parent to attend Court could result in a contempt of court order and a bench warrant and/or fine being ordered.

## Requirements of the student:

- Attend school daily
- Be on time
- Follow rules related to behavior at home and school
- Account for all academic work

- Drug testing (if ordered)

### **Requirements of the parent:**

- Make sure their child goes to school each day
- Make sure their child is on time for school
- Participate in parenting classes as directed by the Truancy Court Program

### **Excusal for Illness:**

- Truancy court participants will be excused from participation for an individual day of court missed only when documentation of the following is provided:
- Appointments with healthcare professionals
- Illness or injury of the student or student’s immediate family creating insurmountable condition of absence
- Death of a member of the student’s immediate family
- An absence for religious holiday or ceremony observance.
- School Administrator’s Excuse from class on the day of court for an absence of educational value
- 

### **WHAT IS AN EXCUSED ABSENCE?**

Legally, all students must be in school unless they have:

- Documented appointments with licensed healthcare providers;\*\*
- Been Hospitalized (documentation from licensed a healthcare provider must be provided to the school attendance personnel);
- Been sent home by the school nurse (documentation must be present in FOCUS©);
- Been ill or injured and have documentation from a licensed healthcare provider(s) \*\* that s confirm that the student's condition required absence for more than the number of days permitted by the district school board policy.
- Documentation from licensed healthcare care provider \*\*, of Illness or injury of their immediate family creating insurmountable condition of absence;
- Documentation of the death of a member of their immediate family;
- An absence for religious holiday or ceremony observance;
- An absence requested in advance by parents and approved by the school;

\*\*Medical Doctor, Doctor of Osteopathy, Doctor of Dental Surgery, Chiropractic Physician Advanced Registered Nurse Practitioner, Physician’s Assistant, Physical Therapist

### **Sanctions for both student and parents may include:**

- Community Services
- Extra assignments
- Fines
- Take a parent to school day
- Weekday and weekend curfews
- Home confinement
- Jail time

### **Truancy Court Program Conclusion:**

In conclusion, the Truancy Court Program is a collaborative effort among many community entities with the goal of stopping truancy in the Suwannee County Schools. The Court is the supervising entity and it provides students and their families an opportunity to improve school performance and attendance through the use of early intervention and immediate intensive treatment strategies. The program will aid parents in the development and implementation of skills necessary to become more effective parents and to aid students in becoming more responsible and accountable for their behavior.

### **CHILD-IN-NEED-OF-SERVICES (CINS) PETITION**

If students and their parents do not successfully complete the sanctions of a truancy petition, they may be referred for a Child-in-Need-of-Services (CINS) Petition filed by the Department of Juvenile Justice. If the Court finds a family needs a CINS Petition, they parents may be required to pay a fine, participate in treatment, or other sanctions. Students may even be removed from their parents' custody and placed in the custody of another adult or a CINS shelter. The court may use its contempt powers to enforce its orders and may retain jurisdiction over students until they reach the age of 18.

# Truancy Flow Chart

The principal or designee must contact the parent or guardian to determine the reason for each unexcused or unknown absence.



If 5 unexcused/unknown absences occur within a month, 10 within 60 days, or 15 within a 90 calendar day period,



The primary teacher must report to the principal that a pattern of nonattendance is suggested.



The principal refers student case to the school Student Support Team.



Student Support Team meets with parent to determine strategies for improvement.



Implement intervention strategies at the school level.



Principal holds a Truancy Court Pre-Conference with parent/guardian.



If unsuccessful, the principal reports to the Office of Student Services when efforts are exhausted and the Superintendent or designee pursues truancy petition with County Court System.



If all of the above fails, the superintendent or designee refers for criminal prosecution or refers to CINS/FINS for case staffing.

## **COMPULSORY SCHOOL ATTENDANCE**

All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term.

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=compulsory+attendance&URL=1000-1099/1003/Sections/1003.21.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=compulsory+attendance&URL=1000-1099/1003/Sections/1003.21.html)

### **Are teenage parent program participants required to meet minimum attendance requirements?**

Section 1003.54, F.S., states that students participating in teenage parent programs are exempt from minimum attendance requirements for absences related to pregnancy or parenting; however, they are required to make up work missed due to their absences. That is, other than absences due to pregnancy or parenting, teenage parent program students are subject to district policy regarding regular attendance. Teenage parents who do not participate in the teenage parent program are not exempt from district minimum attendance requirements.

### **Are married students exempt from compulsory attendance?**

A student over the age of 16 is no longer required to attend school if the student formally terminates school enrollment, according to section 1003.21, F.S. A student of compulsory school age who is married is not exempt from compulsory attendance requirements by virtue of their marital status. However, section 743.01, F.S., states (in part), “the disability of nonage” is removed for a minor who is married, has been married, or becomes married. Therefore, if a married minor elects to file a Declaration of Intent to Terminate School Enrollment, only the minor is required to sign the document.

# PARENTS RESPONSIBLE FOR ATTENDANCE OF CHILDREN

## Florida Statute 1003.24 (Excerpt)

Each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section; however, criminal prosecution under this chapter may not be brought against a parent until the provisions of s. 1003.26 have been complied with. A parent of a student is not responsible for the student's non-attendance at school under any of the following conditions:

1. **WITH PERMISSION** - The absence was with permission of the head of the school;
2. **WITHOUT PERMISSION** - The absence was without the parent's knowledge, consent, or connivance, in which the student shall be dealt with as a dependent child;
3. **FINANCIAL INABILITY** - The parent was unable financially to provide necessary clothes for the student, which inability was reported in writing to the superintendent prior to the opening of school or immediately after the beginning of such inability, provided that the validity of any claim for exemption under this subsection shall be determined by the district school superintendent subject to appeal to the district school board; or
4. **SICKNESS; INJURY, OR OTHER INSURMOUNTABLE CONDITION** - Attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a licensed practicing physician, or was impracticable because of some other stated insurmountable condition as defined by rules of the State Board of Education. If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such excuse provides that a student's condition justifies absence for more than the number of days permitted by the district school board.

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=compulsory+attendance&URL=1000-1099/1003/Sections/1003.24.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=compulsory+attendance&URL=1000-1099/1003/Sections/1003.24.html)

# Compulsory Attendance and Home Education Programs

**Florida Statute 1002.01 (Excerpt)**

## **HOME EDUCATION PROGRAM**

A “home education program” means the sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements of Florida Statute 1002.41, 1002.21 (1). The district’s home education program includes students age-appropriate for kindergarten through age 18.

### **Can the parent of a child who has been found to exhibit a pattern of nonattendance enroll that child in a home education program?**

Yes—however, at the time that a child who has been found to exhibit a pattern of non attendance is enrolled in a home education program, the home education contact will:

- provide the parent or guardian with a copy of the home education law, Section 232.0201, F. S., and the accountability requirements of Section 232.17(1)(f)1, F. S., Compulsory School Attendance
- refer the parent or guardian to a home education review committee composed of members as specified in Section 232.17(1)(f)1, F. S.

### **How will the home education contact know which students are truant?**

When a school’s child study team determines that a child has been found to exhibit a pattern of nonattendance, the law requires that the principal of the school notify the superintendent of schools and the district home education contact. The home education contact is expected to maintain this information to verify whether a child who is being enrolled in a home education program has been found to exhibit a pattern of nonattendance.

### **What are the accountability requirements for home education once a child has been found to exhibit a pattern of nonattendance?**

The parent must submit a portfolio, as defined by Section 232.0201, F. S., to be reviewed by a home education review committee every 30 days until the committee determines that the home education program is in compliance with Section 232.0201(1)(b), F. S. The first portfolio review must occur within the first 30 calendar days of the establishment of the home education program.

### **Who serves on the home education review committee?**

According to Section 232.17(1)(f)1, F. S., the home education review committee is to be composed of the school district contact for home education and at least two home educators selected by the parent from a list of eligible home education parents maintained by the district. Eligible home education parents are those who have conducted a home education program for at least three years and who have indicated a willingness to serve on a home education review committee.

### **What will happen if the home education review committee determines that the home education program is in compliance with the statute?**

Once the committee determines that the home education program is in compliance, the parent will no longer be required to submit a portfolio to the home education review committee. The parent will be required to comply with the requirements of a home education program pursuant to Section 232.0201, F. S., as is any parent involved in a home education program.

### **What constitutes a portfolio?**

According to Section 232.0201(1) (b), F. S., the portfolio shall consist of a log of educational activities which is made contemporaneously with the instruction and which designates by title any reading materials used and samples of any writings, worksheets, workbooks, or creative materials used or developed by the student.

### **What will happen if the parent of a child who has been found to exhibit a pattern of nonattendance and who has been enrolled in home education fails to provide a portfolio review by the committee?**

The committee shall notify the superintendent of schools who shall then terminate the home education program and require the parent to enroll the child in an attendance option provided under Section 232.02(1),(2),(3), or (5), F. S., within three days. Failure of a parent or guardian to enroll a child in an attendance option after termination of a home education program shall constitute non-compliance with the compulsory attendance requirement and may result in criminal prosecution of the parent under Section 232.19(2), F. S.

### **When can a child whose home education program has been terminated under the truancy law be re-enrolled in a home education program?**

The parent or guardian shall not be eligible to re-enroll the child for 180 calendar days.



# DECLARATION OF INTENT TO TERMINATE SCHOOL ENROLLMENT

- A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board.
- Public school students who have attained the age of 16 years and *who have not graduated* are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board.
- The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent.
- During this process, students must also be advised that by withdrawing from school they become ineligible for driving privileges in Florida. Refer to section 322.091, F.S.

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=compulsory+attendance&URL=1000-1099/1003/Sections/1003.21.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=compulsory+attendance&URL=1000-1099/1003/Sections/1003.21.html)

See Appendix for a copy of the Suwannee County School *District Declaration of Intent to Terminate Form*

## ***Florida School Attendance Requirement Related for Minors to Maintain Their Driving Privilege***

The Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names, birthdates, sex, and social security numbers of minors who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors who fail to satisfy attendance requirements will be ineligible for driving privilege.

Pursuant to Section 322.091, Florida Statutes, a minor is not eligible for driving privilege unless that minor:

- is enrolled in public school, non-public school, or home education program and satisfies relevant attendance requirements, or
- has received a high school diploma, high school equivalency diploma, special diploma, or certificate of high school completion, or
- is enrolled in a study course in preparation for the Test of General Educational Development and satisfies relevant attendance requirements, or
- is enrolled in other educational activities approved by the district school board and Satisfies relevant attendance requirements, or
- has been issued a certificate of exemption according to Section 232.06, Florida Statutes, or
- has received a hardship waiver, pursuant to Section 322.091, Florida Statutes

# ***SCHOOL DISTRICT RESPONSIBILITIES***

## ***Attendance Requirements for Minors to Maintain Their Driving Privilege***

***Notification to DHSMV***—The principal or designee shall notify the district school board of those minors, attaining age 14 within the current school year, who accumulate 15 unexcused absences in a period of 90 calendar days. The school superintendent is then required to electronically transmit to DHSMV the names of these students, date of birth, sex, and social security number. The school district is also required to report all students who withdraw from school with a withdrawal code that is calculated in the dropout rate. (DHSMV will not process records of students who are less than 14 years of age.) Notification to DHSMV initiates one of two actions for each student reported to DHSMV. Licensed minors will have a Notice of Intent to Suspend posted to their driver record. Unlicensed minors will have an Education Non-Compliance entry posted to a record that is created. Licensed minors may lose their license unless they comply with the attendance requirements. Unlicensed minors may not apply for a license until relevant attendance requirements are satisfied.

***Reinstatement of driving privilege***—Satisfaction of relevant attendance requirements for reinstatement is contingent on the criteria to be used in conjunction with Section 322.091, Florida Statutes. In most cases, reinstatement will involve minors in high school, an adult basic education program, home education program, or private school.

School districts must electronically transmit a transaction code (code 5) to cancel out-of-compliance reports on students who are licensed and have satisfied attendance requirements or were reported in error. Electronic transmissions for cancellation must occur within 20 calendar days of issuance of Notice of Intent to Suspend.

The reinstatement form (Attachment 2) is required for students who satisfy relevant attendance requirements after 20 calendar days from the date of the notice. Students are also eligible for reinstatement if they have earned a high school or State of Florida diploma. The reinstatement form is also required to document the awarding of a diploma. For minors reported in error and for whom a correction has not been electronically transmitted within 20 calendar days, a letter from the school is required. The letter must be on school letterhead addressed to DHSMV and include the following: the principal or designee's signature, name of student, date of birth, social security number (if available), and a statement that the report on the minor was transmitted to the department in error.

An electronic mechanism is not in place for minors enrolled in an adult basic education program not under the authority of a school district. For reinstatement prior to an order of suspension posted to a minor's record, contact Donald Klein at (850) 488-3288 or 488-4579. The reinstatement form can be faxed to (850) 414-7453; however, it must include a legible school

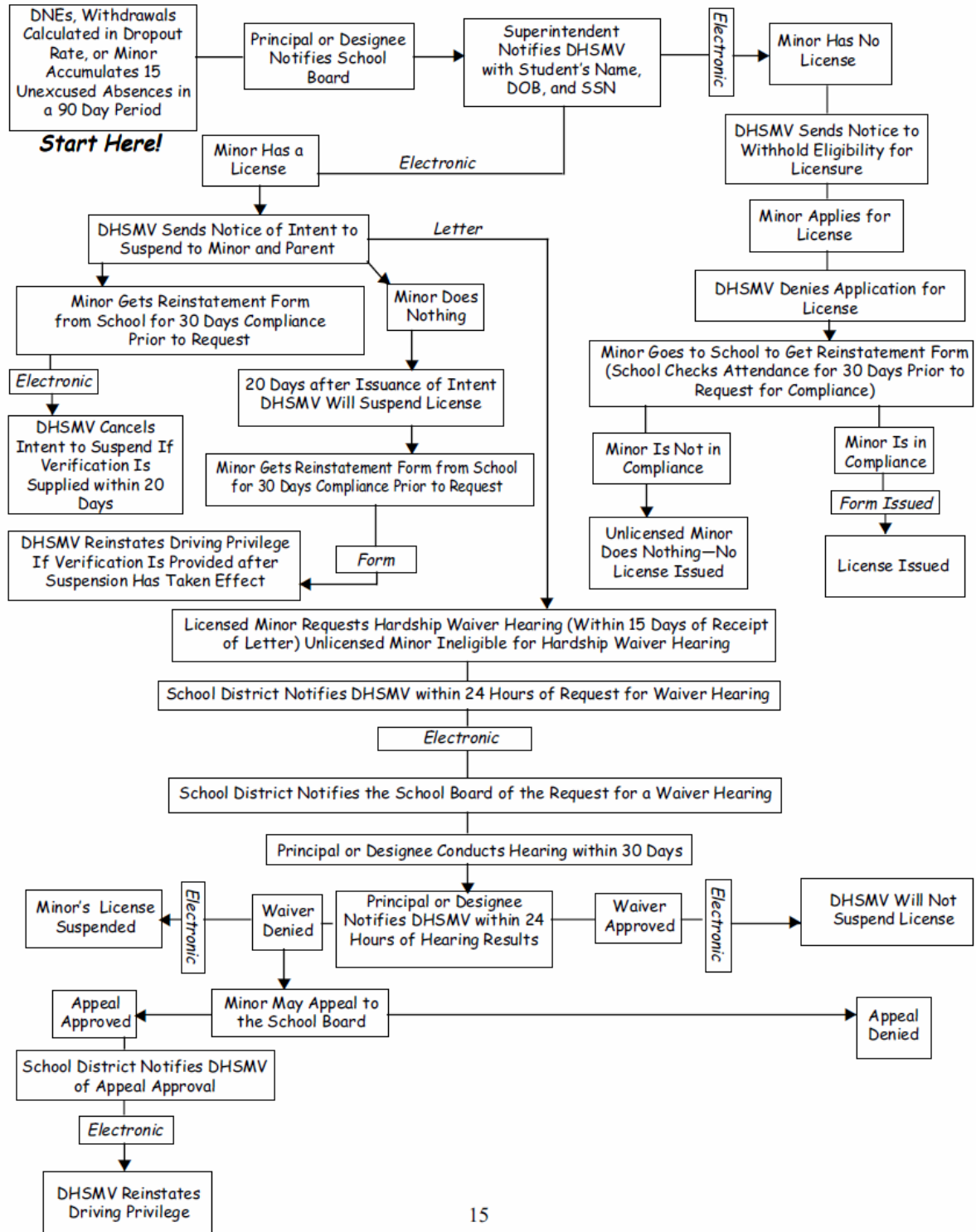
seal or have a notarized signature. After the order of suspension is posted to a minor's driver record, the reinstatement form can be presented to a local driver licenses office.

To reinstate the driving privilege of a minor who is enrolled and attending a home education program or private school, contact Donald Klein at (850) 488-3288 or 488-4579.

***Hardship waiver hearings***—School districts shall establish procedures to schedule hardship waiver hearings for minors who receive a Notice of Intent to Suspend. Unlicensed minors are not eligible for a hardship waiver hearing. A licensed minor or the parent or guardian of a minor has 15 calendar days after the date of receipt of the notice to request a hardship waiver hearing before the public school principal or the principal's designee. Districts must notify DHSMV via electronic transmission of the request for waiver hearing within 24 hours of receiving the request. The hearing must be conducted within 30 calendar days of the request. The outcome of the hearing must be conveyed to DHSMV via electronic transmission within 24 hours after conducting the hearing. Any person denied a hardship may appeal the decision to the district school board. If the school board ultimately grants the hardship waiver, the school board shall notify DHSMV by electronic transmission.

The purpose of a hardship waiver hearing is to review the pending suspension of driving privilege. By approving a student's request for a hardship waiver, the school district is providing the student an opportunity to maintain his or her driving privilege during the period of time it takes for the student to become compliant with the requirements of Section 322.091(1), Florida Statutes. Therefore, the public school principal's designee or the designee of the governing body of a private school is encouraged to approve the waiver request with time-limited restrictions. For example, the school may approve a waiver based on the conditions set forth in Section 322.091(3)(b), Florida Statutes, for a specified period of time to allow the student time to attend 30 consecutive school days with no unexcused absences.

## School Attendance and Drivers Licences for Minors: The Procedure



# ***QUESTIONS AND ANSWERS***

## ***Relative to School Attendance Requirements for Minors to Maintain Their Driving Privilege***

### ***ATTENDANCE AND REPORTING***

#### ***1. How are “no shows” or students who did not enter (DNE) handled?***

For those students who are expected to enroll at the beginning of the school year and who do not return to begin the year, the district must carry the student on the class rosters for up to a period of ten school days. If by then the student has not enrolled, the district must remove the student from the roll as of the first day of school by entering the withdrawal code DNE, recording the withdrawal date as of the first day of school. At this time, the school district must report the student to the Department of Highway Safety and Motor Vehicles (DHSMV).

#### ***2. Which students must be reported to DHSMV for non-compliance with attendance requirements?***

- all students between the ages of 14 and 18 who accumulate 15 unexcused absences within 90 calendar days
- all students between the ages of 14 and 18 who have withdrawn from school with any withdrawal code that is calculated in the dropout rate (DNE, W05, W11, W13, W14, W15, W16, W17, W18, W19, W20, W21, W22, and W23)

#### ***3. Which students should not be reported to DHSMV?***

Students who transfer to another school within the school district (W02), to another public school in or out of the state (W03), or to a non-public school in or out of the state (W04) should not be reported to DHSMV for non-compliance of attendance requirements.

#### ***4. Are expelled students affected?***

Yes—the legislation intended that the non-reporting of an individual minor to DHSMV would represent their compliance with attendance requirements; therefore, expelled students must be reported as soon as they are officially withdrawn from school. However, a student may not be affected if he or she enrolls in another school or home education program and meets relevant attendance requirements.

#### ***5. Are days missed as a result of suspensions counted in the unexcused absences reported to DHSMV?***

No—suspended students are still enrolled and their suspensions are an administrative function of the school and for the purposes of reporting to DHSMV are not considered unexcused.

**6. Is the sixteen- or seventeen-year-old student who signs a declaration of intent to terminate school enrollment excluded from these provisions?**

No—a 16- or 17-year-old student who withdraws from school is not excluded from being reported to DHSMV for sanction, because the statutes state, among other criteria for the driving privilege, that a minor is not eligible for the driving privilege if he or she is not enrolled in a public school, non-public school, or a home education program.

**7. Is the 90 calendar day period a “rolling” period, and how often must the superintendent report student data to DHSMV?**

The 90-calendar day period “rolls.” It is a block of time that changes daily. Districts should report a student as soon as he/she accumulates 15 unexcused absences within a 90-day time frame. For reporting purposes, districts must only report absences accumulated during the 180-day school year. This does not include summer school. School districts must transmit student data to DHSMV at least once a week. Districts must not wait until the end of the semester to report students who accumulate 15 unexcused absences within the 90-school day semester.

**8. Should the district notify DHSMV when a student has improved attendance after his or her name has been submitted to DHSMV for having 15 unexcused absences in a 90-day calendar period?**

The 15 unexcused absences in any given 90 calendar day period is a benchmark of attendance behavior deserving notification for DHSMV action. It then becomes the student’s responsibility, after notification from DHSMV of intent to suspend the driving privilege or withhold eligibility for licensure, to seek reinstatement if he or she can obtain written verification of 30 consecutive days of attendance without unexcused absences.

**9. Which minors are affected by these provisions?**

For the purpose of implementation of these proceedings, districts must report students starting with those who will turn 14 during the school year (July 1-June 30) and ending with those minors who have reached their 18th birthday. Students are eligible to be reported on their 14th birthday.

**10. Are private schools and other systems not under the authority of a superintendent required to submit attendance data relative to the 15 days of unexcused absence in 90 calendar days to DHSMV?**

No—however, for minors who received a Notice of Intent to Suspend/Withhold Eligibility for Licensure, private schools must provide the minor with a reinstatement form contingent on compliance with relevant attendance requirements.

**11. Will the 15 days of unexcused absences in 90 calendar days be reported for students in adult programs?**

No-adult program attendance procedures and requirements are so different it would be unrealistic to attempt such reporting. Those students who are in an adult program, which if adhered to could ultimately produce a high school diploma, are considered in compliance with attendance requirements relative to their driving privilege. If those students exit the program without attaining a high school diploma, their names should be forwarded to DHSMV via the school district’s computer linkage to DHSMV, if possible.

**12. What are the criteria to determine if a student satisfied relevant attendance requirements?**

Satisfaction of relevant attendance requirements for reinstatement is contingent on the criteria to be used in conjunction with Section 322.091, Florida Statutes.

Public middle and high school students must attend school for 30 consecutive days with no unexcused absences. The count begins the first day after the last unexcused absence. If an unexcused absence occurs during the 30 day accumulation period, the count starts over. Excused absences are acceptable during the accumulation period; however, this extends the length of time to satisfy the 30 day criteria.

Adult Basic Education students must satisfy the relevant attendance requirements of the school district. The recommendation is six consecutive weeks of attendance with no unexcused absences.

**13. How should dropouts be reported?**

A student who has been assigned a withdrawal code designated as a dropout code should be reported to DHSMV on the first day after the student was withdrawn from school. Dropout codes for PK12 include DNE, W05, W11, W13, W14, W15, W16, W17, W18, W19, W20, W21, W22, and W23.

**14. Is there a time limit for school districts to electronically transmit the transaction code to cancel the Notice of Intent to Suspend or for a student reported in error?**

Yes—school districts have up to 20 calendar days from the Notice of Intent to Suspend to electronically transmit the transaction code for reporting a student in error or to cancel the Notice of Intent to Suspend for a student who is in compliance for reinstatement. After this 20 day timeframe, attempts to transmit the transaction code will be electronically transmitted back to the district in the SUM file as an error.



**15. Is it possible for school districts to electronically transmit the transaction code to cancel an Education Non-Compliance entry posted to the driver record?**

No—the transaction code for cancellation only applies to the Notice of Intent to Suspend.

Education Non-Compliance is only a correspondence entry to the driver record for unlicensed minors reported to DHSMV as out-of-compliance with the attendance requirements. A school will not know whether or not the student reported is non-licensed until the SUM file is returned and reviewed. The school must supply the student with a letter to indicate an error was made. The letter must be on school letterhead addressed to the DHSMV and include the principal or designee’s signature; the student’s name, date of birth, and social security number (if available); and a statement that the notice and order was transmitted in error.

**16. Is the Job Corp an acceptable educational program to satisfy attendance requirements?**

Yes—Job Corp is a federally funded program under the U.S. Department of Labor that provides dropouts the opportunity to earn a high school diploma and gain training to help them become employable. There are several locations in Florida.

**17. Should a student who transfers to another school be reported to DHSMV?**

If the student has not accumulated 15 unexcused absences within 90 calendar days, the student must NOT be reported to DHSMV. Only students who have accumulated 15 unexcused absences within 90 calendar days and students who have withdrawn from school with a Dropout Code (DNE, W05, W11, W13, W14, W15, W16, W17, W18, W19, W20, W21, W22, or W23) must be reported to DHSMV.

## **HOME EDUCATION AND PRIVATE SCHOOLS**

**18. What happens if a student goes into a home education program?**

On the transfer of the student into a home education program, he or she ceases, for the purpose of these provisions, to be the responsibility of the school district and is not reported by the school district.

**19. When students transfer from a public school to a private school and receive Notice of Intent to Suspend/Withhold Eligibility for Licensure, what are the responsibilities of the public school?**

If the student does not have an attendance problem and was reported in error, the student should provide verification of enrollment in private school, and the school district must electronically transmit a cancellation code for licensed minors. The transmission must be done within 20 days from the date of the notice. If the 20 days has expired, a letter from the public school is required. It must be on school letterhead and indicate the student's file was transmitted in error. The letter also applies to unlicensed minors who enrolled in private school and did not have an attendance problem in public school. Letters from public schools can be faxed to (850) 414-7453.

If the student was reported for attendance problems, the student must meet the 30-day attendance requirement at the private school. The private school will issue the reinstatement form for the student upon completion of the attendance requirement.

## **20. Who do I contact about issues involving private schools and home education programs?**

Contact Donald Klein at (850) 488-3288 or 488-4579.

## **HARDSHIP WAIVERS**

### **21. What are the guidelines to be used for approval of a hardship waiver?**

Section 322.091(3)(b), Florida Statutes, states, "The public school principal, the principal's designee, or the designee of the governing body of a private school shall waive the requirements of subsection (1) for any minor under the school's jurisdiction for whom a personal or family hardship requires that the minor have a driver's license for his or her own, or his or her family's, employment or medical care."

Hardship for employment is based on verification of need. The factor to be considered is the extent a minor provides a substantive financial contribution for his or her livelihood or his or her family's needs, relevant to basic necessities of food and shelter, provided for the household in which he or she resides.

A hardship for medical care is based on the need for transportation for the minor or his or her immediate family members living in the same household to access required treatment. Consideration should be given to whether there are other licensed driver(s) residing in the household.

### **22. Which educational settings are required to conduct hardship waiver hearings?**

Section 322.091(3) Florida Statutes, provides that a minor, or the parent or guardian of a minor has 15 calendar days after the date of receipt of the Notice of Intent to Suspend to request a hardship waiver hearing before the public school principal, the principal's designee, or the

designee of the governing body of a private school for the purpose of reviewing the pending suspension of driving privilege. The districts must notify DHSMV (electronically) of the request for a waiver hearing within 24 hours of receiving the request. This includes adult education programs operated by the school district.

**23. What are the procedures for students to request a hardship waiver?**

Schools may wish to develop a procedure for students to request a hardship waiver which may include a written request or documentation of a phone call that includes the date and time of request. The principal or principal’s designee must inform the school district of the request for a waiver hearing within 24 hours of receiving the request. A request for a waiver hearing cannot be denied. Criteria for determining whether or not the request is legitimate can be found in question number 21.

**24. Can a request for a hardship waiver hearing be denied?**

No—the public school principal, principal’s designee, or the designee of the governing body of a private school must conduct the waiver hearing. In addition, the request for a hearing must be electronically transmitted if a request was made within the allotted timeframe.

**25. What is the procedure for contacting DHSMV about requests for hardship waiver hearings?**

All requests for hardship waiver hearings from school districts must be transmitted electronically. The department will not process written requests from school districts. For educational institutions for which an electronic process is not available, the department will accept written documentation. For these sites, contact Donald Klein at (850) 488- 3288.

**26. Is there a time limit for school districts to electronically transmit a request for hardship waiver hearing?**

Yes—a minor or the parent or guardian of a minor has 15 calendar days after the date of receipt of the Notice of Intent to Suspend to request a hardship waiver hearing before the public school principal, the principal’s designee, or the designee of the governing body of a private school. Up to five calendar days are also allowed for receipt of the Notice of Intent to Suspend letter after mailing. After time has expired, attempts to transmit this type of request will be electronically transmitted back to the district in the SUM file as an error.

**27. What actions transpire if, on appeal, a school board overturns a school’s denial of a minor’s request for a hardship waiver?**

The school district will electronically transmit to DHSMV notice of the appeal’s positive outcome and will provide the minor with written documentation of the appeal outcome containing a statement to the effect that the documentation is authorized to be presented to

DHSMV for the purpose of obtaining a duplicate of the minor's driver's license at no cost for reinstatement.

**28. A student has been reported by a school district to DHSMV. The student subsequently transfers to another school district. Who is responsible for conducting the hardship waiver hearing?**

The first district no longer has a student record for the student and, therefore, cannot electronically transmit waiver information to DHSMV. The receiving district must accept responsibility for conducting the hearing and providing the information to DHSMV. It would be appropriate for the receiving district to confer with the sending district to determine the outcome of the hearing. The receiving district will not be able to electronically report the request or outcome to DHSMV. Therefore, the information must be faxed to Donald Klein within the required timelines.

**29. How should hardship waiver requests be handled by educational institutions that do not have the capability to electronically transmit the data?**

Contact Donald Klein, DHSMV at (850)488-3288 or Fax (850)414-7453.

## **VERIFICATION OF COMPLIANCE AND REINSTATEMENT**

**30. Who supplies the form that will be used in the license reinstatement process to verify that a minor has been in compliance for 30 school days?**

The Form HSMV 72870 is provided with this technical assistance paper and must be used to verify student compliance with attendance requirements. School superintendents are responsible for dissemination of the form to all educational settings within the school district involved in the license reinstatement process. This form is not applicable for students reported in error.

General correspondence from schools to verify 30 days of attendance will not be processed by DHSMV to reinstate a minor's driving privilege.

**31. How would a school respond in the event a minor's drivers license was suspended due to the school sending the minor's name in error to DHSMV?**

The school must supply the student with a letter on school letterhead addressed to DHSMV and include the principal or designee's signature; the student's name, date of birth, and social security number (if available); and a statement that the minor's record was transmitted to the department in error. The drivers license will be reinstated at no cost to the student.

**32. When can local drivers license offices reinstate a minor's driving privilege**

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In order for local drivers license offices to reinstate, the Notice of Intent to Suspend and Suspension Order must appear on the driver record. The reinstatement form (HSMV 72870) can be presented to the local office to reinstate a minor's driving privilege. The form must include the school's seal or a notarized signature; otherwise, the form is unacceptable.

If a student was reported in error, the student must obtain a letter from the school to indicate an error was made. The Notice of Intent to Suspend and Suspension Order must appear on the driver record. The letter must be on school letterhead addressed to DHSMV and include the principal or designee's signature; the student's name, date of birth, and social security number (if available); and a statement that the notice and order were transmitted to the department in error. The letter is authorization for the department to reinstate the minor's driving privilege and issue a duplicate license at no cost.

**33. Can a high school diploma, high school equivalence diploma, special diploma, or a certificate of high school completion be used for reinstatement of the driving privilege?**

Yes—the school or educational institution must complete the reinstatement form for the student, verifying that the student was awarded a high school diploma, high school equivalency diploma, special diploma, or a certificate of high school completion.

**34. Are registration forms for school enrollment sufficient for reinstatement of the driving privilege?**

No—satisfaction of relevant attendance requirements is also required. Registration forms for school enrollment are not processed by DHSMV to reinstate a minor's driving privilege.

**35. Are reinstatement forms accepted without a school seal or a notarized signature of an authorized school official?**

The reinstatement must include a notarized signature of an authorized school official or have the school seal affixed. School seals must be legible when received via fax; otherwise, reinstatement forms are returned.

**36. How is reinstatement handled for students who moved out-of-state or out of the United States?**

Relevant attendance requirements referenced in statute still apply. Contact Donald Klein at (850) 488-3288 or 488-4579.

**37. Can emancipation by virtue of becoming a parent satisfy enrollment and attendance requirements for reinstatement of the driving privilege?**

A student who is a minor is not emancipated by virtue of becoming a parent. The student must comply with the compulsory school age attendance requirements; however, the student may qualify for a hardship waiver. Compulsory school attendance is related to the age and

educational status of the student and whether or not the student is emancipated or considered an adult under Chapter 743 is not relevant.

**38. If a student has less than 30 days of attendance with no unexcused absences at the time of his or her request for verification of compliance with attendance requirements, can these days count toward meeting the criteria, or is the starting point the date of the request?**

The district must determine that the student was in compliance for 30 school days prior to the request for verification of compliance. The starting point for counting the days of compliance begins on the first day of attendance after the last unexcused absence.

The student must be in attendance 30 consecutive school days with no unexcused absences in order for the school district to verify compliance for attendance requirements.

**39. If a student receives the notice of intent to suspend the driving privilege at the end of a school year, can consecutive days of attendance with no unexcused absences be carried over to the next school year to satisfy attendance requirements for reinstatement?**

Yes—the student must be in attendance 30 consecutive school days in order for the school district to verify compliance for attendance requirements. This may include consecutive days of attendance from the previous school year and the current school year.

**40. Does attendance in summer school satisfy attendance requirements for reinstatement?**

Yes—participation in summer school satisfies requirements for reinstatement if the district provides summer school, the student is eligible to participate, and the student meets relevant attendance requirements, which include 30 consecutive days of attendance with no unexcused absences.

**41. If a minor withdraws or drops out of high school and enrolls in a GED program, when does the count begin for verification of compliance with the attendance requirements?**

With a change in the educational setting, it would be unrealistic to begin the count the first day after the last unexcused absence. Therefore, the count begins the first day of attendance in the new program or site.

**42. If a minor is in a home education program and the curriculum is provided by a correspondence school, who is responsible for completing the reinstatement form to verify compliance with the relevant attendance requirements?**

Most correspondence schools are not recognized as private schools in the Florida Directory. Therefore, the parent must be responsible for verification of compliance.

**43. What documents are required to reinstate minors enrolled in a home education program?**

Pursuant to Section 232.0201, Florida Statutes, regular attendance may be achieved by attendance in a home education program. The parent or guardian must notify the school district's home education contact of his or her intent to establish and maintain a home education program. When the parent wishes to submit the reinstatement form to verify compliance with relevant attendance requirements, he or she must also include documentation from the school district that the student is officially enrolled in a home education program. This documentation may be a letter on official school district letterhead, signed by the district home education contact documenting that the parent has officially registered the student for home education. This will also ensure that the appropriate withdrawal code is utilized and the student is no longer reported as a dropout.

**44. What is a reasonable guideline for the number of consecutive days of attendance to satisfy relevant attendance requirements for educational settings not affected by the 30-day attendance requirement, such as adult education programs or vocational technical centers?**

It is appropriate to align the requirements for these alternative educational settings with the requirements for the students in K-12 programs. In order to do this, it is recommended that since 30 consecutive days of attendance equals six weeks in a regular K-12 program, six weeks be used for the alternative educational sites, which include adult educational programs.

**45. When a student is enrolled in a school district's hospital/homebound program, who is responsible for completion of the reinstatement form?**

The hospital/homebound teacher should be able to verify enrollment and attendance and therefore, has the appropriate information to complete the reinstatement form. The student must satisfy the 30 consecutive days of attendance for reinstatement.

**46. Can a local drivers license office issue a license to an unlicensed minor if the student has been reported to DHSMV for non-compliance with the attendance requirements?**

No—the student can only be issued a license after the reinstatement form or letter that the minor was reported in error has been completed by the school and presented to DHSMV.

**47. When a student is enrolled at a high school and participates in an adult program at night, who is responsible for determining compliance with relevant attendance requirements?**

The site in which the student receives the majority of his or her educational program is responsible for determining compliance with relevant attendance requirements.

**48. After a student is reported to DHSMV for non-compliance with relevant attendance requirements and subsequently becomes compliant and has driving privileges reinstated, when does the 90-calendar day period begin?**

The 90-day calendar day period begins the day after the school issued the reinstatement form.

**49. Who in the school district is responsible for facilitating the reinstatement process for students enrolled in adult education or vocational programs?**

It is recommended that the Director of Adult Education be responsible for working with the school administrators to facilitate this process.

”

## **FLORIDA LAW REGARDING Attendance and Truancy**



**School Attendance-1003.21**

[http://www.flsenate.gov/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.21.html](http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.21.html)

**Attendance Records and Reports-1003.23**

[http://www.flsenate.gov/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.23.html](http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.23.html)

**Parents Responsible for Attendance of Children; Attendance Policy-1003.24**

[http://www.flsenate.gov/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.24.html](http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.24.html)

**Enforcement of School Attendance -1003.26**

[http://www.flsenate.gov/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.26.html](http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.26.html)

**Court Procedure and Penalties- 1003.27**

[http://www.flsenate.gov/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.27.html](http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.27.html)

**Continuation of Truancy Remedial Activities Upon Transfer of Student; Retention of Legal Jurisdiction-1003.28**

[http://www.flsenate.gov/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.28.html](http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.28.html)

**Notice to Schools of Court Action-1003.29**

[http://www.flsenate.gov/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.29.html](http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.29.html)

## • **Importance of the Data**

- National Public Education Financial Survey (NPEFS)
- Average Daily Attendance
- Average Daily Membership
- State Per Pupil Expenditure (SPPE) calculation
- Title I
- Impact Aid
- Indian Education

## **Other programs making indirect use of data:**

- Educational Technology State Grants
- Education for Homeless Children and Youth
- Rural Education Initiative
- Teacher Quality State Grants
- Safe and Drug-Free Schools and Communities

## • **Sharing Attendance-Related Data with Other State Agencies**

- Driver's License – DHSMV
  - School districts must report to the Department of Highway Safety and Motor Vehicles (DHSMV) information about students ages 14 and above who accumulate 15 unexcused absences in a period of 90 calendar days.
  - Students who fail to satisfy attendance requirements are ineligible to maintain or obtain driving privileges
  -

## **Fewer than 5% who had their licenses suspended for excessive absences received a second suspension**

- Learnfare – DCF
  - Section 414.1251(1), F.S. requires the Department of Children and Families (DCF) to reduce the temporary cash assistance for an eligible parent's dependent child who is a habitual truant or dropout.  
<http://law.onecle.com/florida/social-welfare/414.1251.html>
  - Section 1003.01(8), F.S. defines habitual truant as a student who has accumulated 15 unexcused absences within 90 calendar days.

[http://www.flsenate.gov/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.01.html](http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.01.html)

- Section 1003.01(9) defines a dropout  
[http://www.flsenate.gov/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1003/Sections/1003.01.html](http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.01.html)

- **Data Base Manuals**

- <http://www.fldoe.org/eias/dataweb/default.asp>
- **Attendance Recordkeeping Handbook:**  
<http://www.fldoe.org/eias/dataweb/atdm.pdf>.
- **Technical Assistance Paper – Identifying and Reporting Dropouts for Grades PK-12:**  
<http://www.fldoe.org/eias/dataweb/tech/dropout.pdf>.

## **RECORDING ATTENDANCE IN FOCUS ®**

### **Taking and Managing Attendance**

Focus makes reporting attendance in real time both simple and efficient. The Attendance menu enables teachers to:

- Take Attendance
- Use a Seating Chart to Organize Student Attendance
- Provide a Seating Chart, Complete with Student Photographs, for Substitute or Specialist Teachers
- View a Summary of Student Absences, including Tardies and Excused/Unexcused Absences
- Produce Verification of Attendance for Printing, to Comply with Mandated Audits

# Taking Attendance

Focus reports absences in real time, so the information you record daily or even by class period is made available immediately to administrative staff, who can then contact the parents of absent students and perhaps ensure that students make it to school later in the day.

To take attendance, simply choose **"Take Attendance"** from the **Attendance** menu. With this feature, you can elect to view your students via a simple, alphabetic class list, like the example below:

Take Attendance													List	Seating Chart	Save									
22 Students													Search											
6/1	6/2	6/3	6/5	6/8	6/9	6/10	6/11	6/12	6/18	6/19	6/20	6/21	Student	Student ID	Grade	Absent	Less than 20 minutes late	Very Late	Present	Documented Absence	Counseling	Trip		
P	P	P	P	P	P	P	P	P					Aks, Daniel	260506944	Twelfth Grade	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A	A	A		A	A	A	A	A					Alcala, Trudi	265466292	Eleventh Grade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A	A	A		P	A	A	A	P					Andre, Alain	263427734	Eleventh Grade	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A	P	A		A	P	A	A	A					Bates, Vonita	209986278	Eleventh Grade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A	A	P		A	A	A	P	A					Brown, Stanley	256571274	Eleventh Grade	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P	P	P		P	P	P	P	P					Carter, Constance	262012081	Eleventh Grade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P	P	P		P	P	P	A	P					Crichlow, Quatima	263369324	Eleventh Grade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A	A	A		A	A	A	A	A					Francis, Dione	269306698	Eleventh Grade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A	P	A		A	A	A	A	A					Harris, Inequa	251973780	Eleventh Grade	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A	P	A		P	P	P	P	A					Hughes, Karria	207559469	Eleventh Grade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

or as a seating chart. On the left side of the screen, you might see a view of the student's absence record dating back either days or weeks, depending on your school's policy for changing attendance data retrospectively. On the right, you'll see columns that correspond to your school's attendance codes.

You'll notice that the default mode lists students as all present, making recording absences a matter of a few mouse clicks for absent or tardy students. As you record the first absence or tardy, the **"Save"** button will turn red, alerting you to the necessity to save changes before leaving this screen. When you've recorded all tardies and absences, click **"Save"**. If you clicked **"Save"** while in the list view, whenever you select **"Take Attendance"** in future, the view will default to the list mode. If, however, you clicked **"Save"** while in **"Seating Chart"** mode, whenever you take attendance in the future, you'll default directly to the Seating Chart.

**Note:** Even if all your students are present, you still need to click "**Save**" to ensure Focus records that you've taken attendance. Otherwise, if you record neither changes nor a save here, the system will not recognize you as having taken attendance, and alerts will show up in both your Portal and your administrators' Portals, signifying you've failed to take attendance.

## Using the Absence Summary Feature

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This feature is helpful in establishing the total number of absences for individual students or groups of students sharing certain characteristics. For example, this feature can identify students in certain classes or those with habitual tardies or unexcused absences.

To simply view an Absence Summary of one of your classes, go to the Attendance menu, then select "**Absence Summary**" from the pull-down menu. Use the "**Report Timeframe**" calendar pull-downs from the top-most line in this screen to identify the date parameters for this report — for example, from June 8 to December 12, 2009. This view will display all categories for absences, including days when students had doctor's notes, were tardy, on vacation, or simply missed class. The circle with the arrow embedded within it, next to the number listing the students in the course, enables you to download this report as an **Excel** spreadsheet. You can also print this report to a **PDF** file by choosing the Print button, always located in the bottom of every Focus screen.

You can also use the powerful Search feature to generate reports on any characteristic that involves or might affect student absences. For example, if you wanted to identify the link between excessive student absences and low student performance on report cards, from the search screen you could select "**More Search Options**" and specify the number of absences you wish to search for and also specify that you wish to view only data on students who received **C** grades or **Lower**. When you're finished specifying the search parameters, click "**Search**" to view this new Absence Summary report. This data could then provide the basis for a Mail Merge letter to the parents of these students, informing them of the link between excessive student absences and poor performance, perhaps suggesting a parent-teacher conference.

**Absence Summary**

Report Timeframe: June 8 2009 - June 12 2009 : Period 1 Go

Search Screen Simple List Customized List

**Student Search**

**General**

Last Name

First Name

Student ID

Address

Grade  Sixth Grade  Seventh Grade  Eighth Grade  
 Ninth Grade

Calendar: N/A

Include Inactive Students

**Scheduling**

**Absences**

Daily Absences

Timeframe: June 1 09 - June 12 09

Days Absent Between 1 & 2

Periods  Between  &

YTD  Summer  SQ

For additional Focus® training:

<http://training.focusschoolsoftware.com/moodle/mod/resource/view.php?id=102>

# APPENDIX

<b>Appendix I</b>	<b>Truancy Referral Form</b>
<b>Appendix II</b>	<b>Declaration of Intent to Terminate School Enrollment</b>
<b>Appendix III</b>	<b>FLDOE Exit Interview</b>

# SUWANNEE COUNTY SCHOOL DISTRICT

## Truancy Referral Form

Date \_\_\_\_\_

Student (full legal name): \_\_\_\_\_

Student ID #: \_\_\_\_\_ School: \_\_\_\_\_

Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Teacher: \_\_\_\_\_

Telephone Numbers:


OPTIONAL			
Siblings' Names	DOB	School	Attendance
			Good      Poor
			Good      Poor
			Good      Poor

<b>MUST BE COMPLETED PRIOR TO TRUANCY REFERRAL</b>
3, 5, and 10 day Attendance Letters Mailed 3 Day Letter sent (date): _____ 5 Day Letter sent (date): _____ 10 Day Letter sent (date): _____ Number of absences at the time of this Truancy Referral: _____

<b>MUST BE COMPLETED PRIOR TO TRUANCY REFERRAL</b>
<b>CONFERENCE(S) WITH PARENT(s)/ Guardian(s) RE: ATTENDANCE</b> <b>Conferences can be face to face, via email, or telephone.</b> Please attach copies of the conference notes that <b>MUST</b> include possible remedies for truancy that were discussed with the parent(s)/guardian(s).

Factors Affecting Attendance (if known):
<input type="checkbox"/> Family Problems <input type="checkbox"/> Lack of Parental Involvement <input type="checkbox"/> Health <input type="checkbox"/> Student Attitude <input type="checkbox"/> Economic Stress <input type="checkbox"/> Low Academic Performance <input type="checkbox"/> Peer Relations <input type="checkbox"/> Other

**Signature of School Official and Title** \_\_\_\_\_



## APPENDIX II

# DECLARATION OF INTENT TO TERMINATE SCHOOL ENROLLMENT

Mr. Jerry Scarborough, Superintendent  
Suwannee County School Board  
702 2<sup>nd</sup> Street, N.W.  
Live Oak, Florida 32064

Dear Mr. Scarborough:

I, \_\_\_\_\_, wish to terminate my enrollment in Suwannee County Schools effective \_\_\_\_\_ (date)

I certify that my date of birth is \_\_\_\_\_ and that I am there-fore above the age of compulsory school attendance.

Completion of this form is part of a **Student Exit Conference** with the school Guidance Counselor or school representative along with completion of the *Department of Education Student Exit Survey*.

*I realize that leaving school before receiving my high school diploma is likely to reduce my earning potential. If I am 16 or 17 yrs. old, I also realize I will be reported to the Department of Highway Safety and Motor Vehicles regarding the potential loss of my driving privileges.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Principal/Designee

\_\_\_\_\_  
School Representative

### Notification by School to Parent/Guardian

Date of Notification \_\_\_\_\_

Method (circle one):

Conference

Phone

Mail

Comments, if any.

**Appendix III**  
**Florida Department of Education**  
**Exit Interview**

(Designated School Personnel)

**To be completed by school guidance counselor or other school personnel:**

School Name \_\_\_\_\_  
School District \_\_\_\_\_  
Student Name \_\_\_\_\_  
Withdrawal date: \_\_/\_\_/\_\_  
Grade Level \_\_\_\_\_  
Student ID# \_\_\_\_\_  
Student DOB \_\_\_\_\_  
School Transcript (*Please Attach*)

What is the *primary* reason the student is terminating school enrollment? (check one)

- Classes not interesting  Marriage  Employment
- Student/teacher conflict  Parenting  Suspended too often
- Friends dropped out  Illness  Homeless
- Failing classes  Migrant  Truancy/Absenteeism
- Did not like school  Expelled  Failed to pass FCAT
- Family Problems  Intimidated/Threatened/Bullied

Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the student in an alternative program prior to withdrawal from school? Yes No

If no, was an alternative program available? Yes No

If yes, describe the alternative program?

\_\_\_\_\_

Had the student received individual counseling prior to this meeting? Yes No

If no, was counseling made available to the student? Yes No

Has a child study team been convened on the student's behalf? Yes No

If yes, please list the interventions taken by the child study team.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the student involved in school sponsored extracurricular activities? Yes No  
Does the student have an IEP or Section 504 Accommodation Plan? Yes No  
Has the student received any remediation services in the past two (2) years? Yes No  
If yes, please describe the remediation services?

---

What is the average number of days the student was absent over the past two (2) years?

Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_

How many unexcused absences or tardies has the student accumulated over the past two years?

Unexcused Absences: Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_

Unexcused Tardies: Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_

What interventions did the school attempt in response to unexcused absences or tardies of the student while enrolled?

- A. Communication between the school/teacher and the family/student
  - B. Formal meeting with the parent
  - C. Changes to the learning environment
  - D. Student counseling
  - E. Tutoring
  - F. Attendance Contract
  - G. Mentoring
  - H. Referral to other agencies/services on behalf of family needs
  - I. Truancy Petition
  - J. Other (Please describe)
- 
- 
- 

Has the student *ever* been suspended? Yes No If yes, how many times? \_\_\_\_\_

Has the student *ever* been expelled? Yes No If yes, how many times? \_\_\_\_\_

Is the student eligible for the free/reduced lunch program? Yes No

Does the student plan to earn a GED? Yes No

If yes, inform student, for Bright Futures eligibility, GED students must complete credit requirements before taking GED exam.

Has the student been informed of options for continuing his/her education? Yes No

Has the parent been notified of the student's intent to terminate school enrollment? Yes No

If yes, provide the date of parent notification. \_\_\_\_\_

The student has identified the following as actions that could be taken to keep them in school.

- A. Opportunities for real-world learning (internships, service learning)
- B. Better teachers
- C. Smaller Classes
- D. More individualized instruction
- E. Better communication with your teachers

- F. Better communication with your parents
- G. Increased Parental Involvement
- H. Less Freedom and more supervision from parents
- I. Less Freedom and more supervision from school officials
- Other:

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Has the student completed the student survey? Yes No  
 If no, how many attempts did the school make to obtain a completed survey from the student?  
 \_\_\_\_\_

**The following section is included to encourage dropout retrieval efforts.  
 Three (3) month follow-up:**

(Please check all that apply.)

**Method of contact:**

\_\_\_ Letter (Level I) \_\_\_ Phone call (Level II) \_\_\_ Home visit (Level III)  
 \_\_\_ Contact Successful \_\_\_ Contact Unsuccessful

**Employment status:**

\_\_\_ Employed full-time \_\_\_ Employed part-time \_\_\_ Unemployed \_\_\_ Unknown

**Education status:**

\_\_\_ Working on GED \_\_\_ Earned GED \_\_\_ Enrolled in another school (private/vocational)  
 \_\_\_ Unknown

Other

(Please explain) \_\_\_\_\_

Did the student return to school following this contact? Yes No

\*\*\*\*\*  
 \*\*\*\*\*

**Final contact (prior to start of next school year):**

Not applicable: Student returned to school \_\_\_\_/\_\_\_\_/\_\_\_\_

**Method of contact:**

\_\_\_ Letter (Level I) \_\_\_ Phone call (Level II) \_\_\_ Home visit (Level III)  
 \_\_\_ Contact Successful \_\_\_ Contact Unsuccessful

**Employment status:**

\_\_\_ Employed full-time \_\_\_ Employed part-time \_\_\_ Unemployed \_\_\_ Unknown

**Education status:**

\_\_\_ Working on GED \_\_\_ Earned GED \_\_\_ Enrolled in another school (private/vocational)  
 \_\_\_ Unknown

Other (Please explain) \_\_\_\_\_

Did the student return to school following this contact? Yes No