**DEPARTMENT OF HUMAN SERVICES**

**P. O. Box 29  Baraboo WI 53913**

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TRUANCY REFERRAL

Referral Date:

 Referring District:

 Referring Person, Title, Phone #:

Child’s Name:       DOB:

 Current School:       Grade:

Caregiver’s Name:       Relationship:

Mother’s Name:

 Mother’s Address:

 Home Phone:       Work Phone:

Father’s Name:

 Father’s Address:

 Home Phone:       Work Phone:

**Documentation Required**: In order to file a truancy petition, all of the following information is required:

[ ]  1. Proof that the student has been absent from school **without an acceptable excuse** for part or all of 5 or more days in which school is **held during a school semester**. Wis. Stat. 118.16(1)(a). This is to be determined by the school attendance officer. Wis. Stat. §118.16(2)(a).

Please provide a detailed list of all dates/class periods missed by the student. An attendance record is ideal. It is imperative that the dates/class periods showing the 5 or more unexcused absences are for the most recent school semester.

Please provide the name and contact information of both the records custodian and the school attendance officer. The records custodian is either the principal of the school or a person designated by the principal to be responsible for the maintenance of attendance records. The school attendance office is an employee who has been designated by the school board to deal with matters related to school attendance and truancy. Wis. Stat. §118.16(1)(b).

 **Records Custodian (Name/Contact Info):**

 **School Attendance Officer (Name/Contact info):**

[ ]  2. Provide proof of the initial notice from school attendance officer that informs the parent(s)/guardian(s) that their child has been truant. This notice should have been provided to the parent(s)/guardian(s) before the end of the 2nd school day after receiving a report of an unexcused absence. It also directs parents/guardians to return the child to school the next regularly scheduled school day. This notice should first be attempted by personal contact or a telephone call. If these do not work, then notice by 1st class mail could be given. Regardless of the method of contact, a written record of such notice must be kept.

 **Date of Initial Notice**:

 **Method of Initial Notice (Personal Contact, Call, Mail)**:

 **Initial Notice Provided By:**

 **Written Record of Notice Attached**: [ ]  Yes [ ]  No

 **If no, why**:

[ ]  3. A letter sent by registered, certified or first class mail as required by law which notifies parent(s)/guardian(s) that their child is habitually truant. This letter **MUST** include:

* 1. A statement of parental responsibility.
	2. A statement indicating that they may request program or curriculum modification.
	3. A request of the parent(s)/guardian(s) to meet with school officials to discuss the child’s truancy. Such a request **MUST** include:
		+ 1. The name of the school official with whom the parent(s)/guardian(s) should meet;
			2. The date, time, and place for the meeting; and
1. **Note**: The date for the meeting **MUST** be within 5 school days after the date that the notice is sent. This **MAY** be extended an additional 5 days (10 days total), but only with the consent of the child’s parent(s)/guardian(s).
	* + 1. The name, address, and telephone number of a person to contact to arrange a different date, time, or place.
	1. A statement of the penalties under s.118.15(5) that may be imposed on the parent(s)/guardian(s) for failure to cause the child to attend school regularly.

**Date Letter was Sent**:

[ ]  4. A notice provided to the parent(s)/guardian(s) of a habitual truant detailing the habitual truant’s unexcused absences as provided in the plan. This is only required after the parent(s)/guardian(s) have been provided a copy of the registered/certified letter required, as detailed under number 3 of this outline.

 **Date Notice(s) were Sent**:

[ ]  5. Provide documentation that appropriate school personnel in the school/school district have met with the child’s parent or guardian, within the school year during which the truancy occurred, to discuss the child’s truancy or attempted to meet with the child’s parent or guardian and received either a no response or were refused.

 **Note**: If the parental/guardian meeting is not held within 10 days after notice sent, then this section is no longer applicable. Instead, please provide documentation as to why the meeting was not held within 10 days after the notice was sent.

 **Note**: Essentially, the documentation should clearly outline any and all meetings or attempts to have meetings with the parent(s) or guardians(s) for both the legally required habitual truancy conference and any other meetings.

**First Meeting**:

* 1. Date:
	2. Who Attended:
	3. Description of Meeting:

**Second Meeting**:

1. Date:
2. Who Attended:
3. Description of Meeting:

**Third Meeting**:

1. Date:
2. Who Attended:
3. Description of Meeting:

 \*\***If additional space is needed, please continue on an additional page.**

 **Note**: Documentation should also outline any phone contact with the parent(s) or guardian(s) or attempted contact with the parent(s) or guardian(s).

**Phone Contact #1**:

1. Date:
2. Who Attended:
3. Description of Meeting:

**Phone Contact #2**:

1. Date:
2. Who Attended:
3. Description of Meeting:

**Phone Contact #3**:

1. Date:
2. Who Attended:
3. Description of Meeting:

 **\*\*If additional space is needed, please continue on an additional page.**

[ ]  6. Provide documentation that, within the school year during which the truancy occurred, appropriate school personnel in the school/school district provided an opportunity for educational counseling to the child to determine whether a change in the child’s curriculum would resolve the child’s truancy and have considered curriculum modifications.

**Note**: Documentation should provide the name of the school staff who have provided educational counseling services to the child. It should also describe efforts of school staff to meet with the child and what options were considered and implemented, (e.g. extracurricular activities, social support groups, mentoring, class changes, tutors, etc.)

**Note**: If unable to carry out this activity due to the child’s absences from school, please provide documentation detailing this.

[ ]  7. Provide documentation that, within the school year during which the truancy occurred, appropriate school personnel in the school/school district evaluated the child to determine whether learning problems may be a cause of the child’s truancy, and if so, have taken steps to overcome the learning problems. If the student was evaluated during the prior year and it was determined that the student was performing at grade level, another evaluation under this section is not necessary.

**Note**: Documentation should include the name of the staff who evaluated the child to determine whether learning problems may be a cause of the child’s truancy. Additionally, it should include what steps have been taken to overcome any learning problems in that: describe what, if any, evaluations have been done and the results. If the student is receiving special education service, please provide information pertaining to the parameters of such services.

**Note**: If unable to carry out this activity due to the child’s absences from school, please provide documentation detailing this.

[ ]  8. Provide documentation that, within the school year during which the truancy occurred, the appropriate school personnel in the school/school district conducted an evaluation to determine whether social problems may be a cause of the child’s truancy and, if so, have taken appropriate action or made appropriate referrals.

**Note**: Documentation should include the name of the school staff who conducted the evaluation and a description of the type of social assessment done. Areas of focus should be, but not limited to, mental health issues, AODA issues, social isolation, harassment or bullying. If any of these, or other social issues, present themselves, then documentation should include information as to the type of referrals made and what steps the school has taken to address these issues or prevent them.

**Note**: If unable to carry out this activity due to the child’s absences from school, please provide documentation detailing this.