**Prevention is essential to effective inventions and successful outcomes. It is the recommendation of the Attendance Office that you initiate a proactive response to prevent families from reaching one of the truancy thresholds.  Personalized early outreach with families (when students are initially absent) strengthen home-school relationships. These relationships can create lasting connections that lessen the probability of intensive interventions later. Furthermore, prolonged absences that go unnoticed and unaddressed, widen, and deepen the achievement gap, making it difficult for families and students to recover.**

**The timeline below is an illustration of the required response to truancy based on House Bill 410.**

Habitual Truancy

* **30 or more consecutive unexcused hours of instruction**
* **42 or more unexcused hours of instruction within a school month**
* **72 or more unexcused hours of instruction within a school year**

Excessive Absence

* 38 or more excused or unexcused hours in one school month, or
* 65 or more excused or unexcused hours in a school year

Response Timeline

* Phone call after 18 consecutive and /or accumulative hours by the Principal or designee
* District Attendance Office (DAO) will investigate students who meet the criteria of excessive absence and habitual truancy.
* The Attendance Liaison shall conduct a home visit and issue an excessive/habitual absence letter or a legal warning letter to the student’s parent(s)/guardian(s) in writing, within 7 days after the absence that triggered the notice requirement.
* At the time notice is given, the Principal or school Administrator shall refer the student to their Student Support Team for an appropriate intervention strategy.
* The school has 14 school days to convene a Student Support Team meeting and develop an intervention plan to reduce or eliminate further absences.
* If 7 school days elapse and the student’s parent, guardian, custodian, guardian ad litem, or temporary custodian fails to respond to attempts to secure participation, the school shall notify the DAO.
* If the child has refused to participate in, or failed to make satisfactory progress on the intervention plan, within 7 days after the development of the plan the school shall make reasonable efforts (3 attempts) to provide the student’s parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.
* On the 61st day, if the child fails to make satisfactory progress a copy of the intervention plan and all support documentation showing the schools effort to implement the plan must be given to the DAO. The DAO shall investigate whether the failure to respond triggers mandatory reporting to the Department of Children and Family Services or Juvenile Court. The Attendance Office will include the intervention plan in the referral to Juvenile Court.
* In the event that a student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the school district or school may, in its discretion, assign one school official to work with the child's parent, guardian, custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.