

CHRONIC ABSENCES/TRUANCY PROCEDURES

REVISED 05/28/19

In order to comply with the Florida Compulsory School Attendance Law, Sections 1003.21-1003.29, Florida Statutes and Brevard County School Board Policy 5200, the following attendance procedures for students 6 – 16 years of age are to be followed by ALL elementary, middle, and high schools. Please designate one person at your school to process attendance referrals to ensure consistent communication with your **Attendance-Truancy Support Personnel**.

- 1) When a student has been absent three (3) consecutive days within a calendar month, the school **must** contact the parent and/or all persons on the contact list to ascertain the reason for the absences or to locate the family. Begin documenting all forms of contact on the Communication Log, as well as the Attendance Referral Form. **Suspensions cannot be included in the total number of unexcused absences for an attendance referral.**
- 2) After (5) **unexcused** absences within a grading period, the attendance team at your school should schedule a meeting with the parent/guardian.
- 3) When a student has reached eight (8) unexcused absences within 90-calendar days, an attendance referral packet must be completed with the **required** forms of documentation: Attendance Referral Form, Communication Log, notes from the attendance meeting, report card and parent/guardian conference notes. Other forms of documentation may that can be included: emails, letters sent home, and medical documentation. This information should be sent **via email to your assigned Attendance-Truancy Support person.**
- 4) Upon receipt, a home visit, telephone call, or referral to an outside agency may be made. In addition, a formal letter will be mailed to the parent/guardian by the **Attendance-Truancy Support Personnel** in reference to the student's attendance (a copy of the letter will be sent to the appropriate school administrator).
- 5) Students, 6 to 9 years old who have reached fifteen (15) or more unexcused absences within a 90 calendar day period may be referred to the State Attorney's office for parental prosecution as a habitual truant. Students 10 to 16 years old who have reached fifteen (15) or more unexcused absences within a 90 calendar day period may be referred to the Department of Juvenile Justice as a habitual truant.
- 6) If attendance issues continue, IMMEDIATELY re-submit the student's name and the student ID via e-mail to your school's **Attendance-Truancy Support person**; at that time, additional action will be conducted

Procedures for Special Circumstances:

- If an ESE/Section 504 student exhibits attendance concerns, an IEP/Section 504 Review should be scheduled. Use the ESE/Section 504 Meeting Notice form to notify/invite the parent/guardian to the meeting. The meeting should consist of the required IEP/Section 504 committee members to problem solve appropriate interventions to improve the student's attendance. A conference report should be completed at this meeting. If the attendance does not improve, the IEP committee may initiate an attendance referral at that time and provide the conference report with the attendance referral.
- For a student that has not physically returned to school and efforts to contact the parent/guardian or locate the student have been exhausted at the school level, please submit the Attendance Referral Form via e-mail to your school's Attendance Resource Teacher. Please use this process as well for verification of a student's address.
- If the student's absences are due to medical concerns or a medical diagnosis, a Chronic Health Form may be appropriate. The School Nursing Supervisor for your school provides this form. The Nurse Liaison should be involved to assist with the decision making process.
- If a parent wants to place their child in the Home Education Program, an exit conference will need to be held with the parent/guardian and the school counselor. At that time, the Home Education Notice of Intent form will need to be completed and signed by the parent/guardian with the original sent through the courier to Home Ed Office, ESF-Pod 4. The student should remain enrolled with the school and marked absent if not attending, until the Home Education Office has processed the enrollment.
- School principals may give special consideration for absences that are caused by homelessness. The Federal McKinney-Vento Law states once notification is made that a family is in transition, the student has the right to maintain enrollment at the current school, if it is in the best interest of the student. The referring school is responsible to initiate a transportation referral immediately to the district homeless liaison in order to maintain consistent attendance.