

**ELEMENTARY ATTENDANCE TRUANCY PROTOCOL  
STEPS IN MONITORING  
QUICK REFERENCE**

- STEP 1**            **PARENT/GUARDIAN SIGNS PROTOCOL**
- STEP 2**            **NOTICES OF TRUANCY  
ABSENCES, TARDIES, EARLY DISMISSALS  
1<sup>ST</sup> NOTIFICATION  
ATTACHMENTS A AND A-2**
- STEP 3**            **NOTICES OF TRUANCY  
2<sup>ND</sup> NOTIFICATION  
ATTACHMENTS A-1 & A-3**
- STEP 4**            **NOTICE OF TRUANCY  
ATTACHMENT A  
CERTIFIED MAIL/RETURN RECEIPT REQUESTED**
- STEP 5**            **REFERRAL TO LAW ENFORCEMENT  
ATTACHMENT B**
- STEP 6**            **REFERRAL TO LAW ENFORCEMENT  
PARENT/GUARDIAN CONTACT DOCUMENTATION  
ATTACHMENT B**
- STEP 7**            **WARRANT REQUEST  
ATTACHMENT C**