

**Troup County School System Attendance and Truancy Protocol
Steps in Monitoring
Quick Reference**

- Step 1 **Sign Protocol** - Parent/Guardian and Students 10 years or older Sign Protocol
- Step 2 **1st Notice of Attendance/School Contact** - Upon the 3rd unexcused absence (or before if student was truant the previous year), unexcused tardies, or unexcused dismissals, a designated school staff member will contact the responsible person regarding the unexcused absences.
The school staff member will also:
- Recommend resources if needed
 - Refer student to appropriate school staff who may assist: social worker, counselor, nurse, graduation coach, Administrator, Mentor, Family Liaison, etc. based on need.
 - Prepare to write attendance plan (Particularly if student was chronically absent in previous years). The School Social Worker will assist at the secondary level.
 - If two reasonable attempts to notify the Responsible Person of absences, tardies, or early dismissals, produce no response, the school will send an attendance notice via certified mail return receipt requested or first class mail. **Attachment A**

A2A: At Risk of Truancy letter is sent upon 3 unexcused absences – School schedules conference and notes the conference in A2A and “closes” the conference upon completion. School staff should also update the attendance spreadsheet to include the date of the conference.

- Step 3 **Referral to Law Enforcement/Conference Requested**– Upon 5 unexcused absences, 7 unexcused tardies, or 7 unexcused early dismissals, a referral to law enforcement will be submitted by the school. **Attachment B**
*Refer to SBRRP if student was truant during the previous year. If a referral is made to SBRRP and the Responsible Person elects not to participate and there is a subsequent unexcused absence, then an educational neglect complaint shall be filed in the Juvenile Court if a history of truancy exists.

A2A: Notification of Truancy is mailed to the parent upon the 5th unexcused absence – School should send referral to law enforcement and document such on the attendance spreadsheet.

- Step 4 **Warrant Request** (10 unexcused absences)
Attachment C (Must be sent with [“Exhibit A”](#))

A2A: Notification of Truancy is sent to the parent when a student has 10 unexcused absences – School should send warrant request to law enforcement and document such on the attendance spreadsheet.

EXCUSED ABSENCES:

A2A sends the first Excessive absence notifications when the student has 5 or more absences. No conference notification is set up in A2A at this level and no law enforcement action is needed. This notice is information for the parent.

A2A sends the Second excessive excused absence notification when the student has accumulated 10 or more absences. No law enforcement action is necessary. This, too, is information for the parent.

The following documentation must accompany a Warrant Request:

- Exact dates for absences (IC)
- Any excuses sent in by the parent
- Initial letter from school (signed protocol)
- Any follow-up letters from the school
- Any logs of school contact with parent
- Contact information for any school official having contact with the parent whether on the phone or written contact
- Information containing any homebound programs offered
- School withdrawals by parent
- Any other attendance related documentation may be included as well.

POLICY: STUDENT ATTENDANCE DESCRIPTOR CODE: JB

THE ATTENDANCE OF ALL STUDENTS SHALL BE CHECKED DAILY. STUDENTS MAY BE COUNTED IN ATTENDANCE ONLY IF THEY ARE ACTUALLY PRESENT FOR 50% OF THE SCHOOL DAY OR IF THEY ARE AWAY FROM SCHOOL ON FIELD TRIPS OR OTHER ACTIVITIES SPONSORED BY THE SCHOOL AND ARE UNDER THE ACTUAL SUPERVISION OF SCHOOL AUTHORITIES.

THE PRINCIPAL IS RESPONSIBLE FOR CHECKING THE ATTENDANCE OF STUDENTS AND FOR ENCOURAGING REGULARITY AND PROMPTNESS. THE SYSTEM SOCIAL WORKER AND APPROPRIATE STAFF SHALL ASSIST THE PRINCIPAL IN ENFORCING THE COMPULSORY ATTENDANCE LAW, IN ENCOURAGING REGULAR ATTENDANCE OF ALL STUDENTS, AND IN ALLEVIATING HARDSHIP CONDITIONS WHICH CONTRIBUTE TOWARD ABSENTEEISM WITHIN THE RESOURCES AVAILABLE TO HIM.

TROUP COUNTY SCHOOLS DATE ADOPTED: 7/1/2001 LAST REVISED 7/01/2020