



Truancy Referral Form

Please complete a separate Truancy Referral Form each time, indicating the additional days truant and all additional corrective actions the district has initiated to remediate the truancy. **Please indicate:** 1st Notice 2nd Notice

STUDENT CONTACT INFORMATION

Student Name: _____ Date of Birth: _____ Grade: _____ Sex: _____
 Address: _____ City/Zip: _____ Phone: _____
 School Name: _____ District #: _____ Phone: _____ Date Enrolled: _____
 Address: _____ City/Zip: _____ Phone: _____

PARENT/GUARDIAN CONTACT INFORMATION

Parent/Guardian Name: _____ Phone: _____
 Relationship to Student: Mother Father Stepmother Stepfather Grandparent Foster Parent Other
 Address: _____ City/Zip: _____

STUDENT TRUANT INFORMATION (Do not count sick, excused or suspended days as truant.)

Total # of days truant: _____ **List dates truant below (mm/dd/yr):**

1.	2.	3.	4.	5.	6.	7.	8.
9.	10.	11.	12.	13.	14.	15.	16.

List partial days truant below (mm/dd/yr). Include tardies.

17.	18.	19.	20.	21.	22.	23.	24.
25.	26.	27.	28.	29.	30.	31.	32.

INDICATE BELOW CORRECTIVE ACTIONS TAKEN (Include dates)

Please note: Student must be provided with all available services before a referral is made.

Parent/Guardian Contacted by Phone _____
 Guidance Counselor Meeting _____
 Principal/Dean Meeting _____
 Social Worker Meeting _____
 Staff/Program Changes _____
 Detentions/Suspensions _____
 Psychological Testing _____
 Transportation _____
 Other Support Services _____

REFERRAL MADE BY

Superintendent Name: _____
 Name: _____ Signature: _____ Date: _____
 Position Title: _____ Email: _____

COMMENTS



Truancy Referral Form | Information & Directions

For referral purposes, truancy is defined as an accumulation of unexcused absences that total more than 5% of the days in the current school year. The Compulsory Attendance Law requires that all children aged 6-17 must attend school and that it is the responsibility of the Parents/Guardians to see that they attend.

Truancy referrals may be submitted to the South Cook Intermediate Service Center (SCISC) in two ways: by fax or by e mail. Forms are available at our website, www.scook.org. Complete the form and email to: truancy@scook.org OR fax to: 708 754 8687.

Please be sure to complete the entire form. Do not leave any areas blank and do not write "see attached" in the full day/partial day truant sections. It is also necessary to document all interventions that you have attempted before referring the student to SCISC. Forms that leave the truant days or intervention areas blank will cause a delay in processing or will be returned.

Truancy Referral Procedures

Step 1: 1st Notice of Non Compliance is sent to Parents/Guardians and a copy to school officials with explanation of the law and a "return to school" deadline.

Step 2: School official contacts SCISC via email after one week of non compliance of "return to school" deadline date.

Step 3: If a truancy pattern persists 2nd notice of non compliance will be sent to Parents/Guardians and copied to school officials.

Step 4: Truancy Hearing may be conducted after Parents/Guardians has been notified 4 times and truancy persists. (103ILCS 5/26 8)

NOTE: The determination of excused vs. unexcused absences is the responsibility of the school. The school may decide, based upon Parents/Guardians' calls to school, whether the absence is excused or unexcused. After numerous call ins from specific Parents/Guardians, the school may decide to require a doctor's note to excuse future absences.

FYI:

- The truancy process is school year bound. Most cases will need to be referred again during a new school year.
- Children who are younger than 6 or older than 17 are not covered by the Compulsory Attendance Law.
- Referrals should be made only after the school has exhausted local resources with each truant. Suggested local interventions include Student Support Team (SST) meetings, Parents/Guardians meetings, IEP development, home visits, home calls, social worker involvement, liaison officer contacts and DCFS calls if other home issues are evident.
- Tardiness can be used as further evidence only if there is a full day truancy existing. Chronic tardiness without full day truancy should be handled locally.
- Parents/Guardians are the responsible parties for compulsory attendance and will receive a court summons if the truancy persists. The law makes it clear that the Parents/Guardians can be charged only if they "knowingly and willingly permit the child to persist in his/her truancy."

Complete the Truant Referral form and Email to: truancy@s-cook.org OR Fax it to: 708 754 8687

If you have any questions, please call Dr. Vanessa J. Kinder at: 708 754 6600.