



# District 86 Truancy Action Flowchart

## Stage One

3 unexcused absences

### School Action / Clerical Staff

- Send initial letter home with "Attendance Matters" brochure.

## Stage Two

5-7 unexcused absences

### School Action / Building Support Team

Clerical staff sends attendance printout to **BUILDING SUPPORT TEAM**, provides updated list of chronic attendance students to **ATTENDANCE SPECIALIST** via email, & sends second letter to parent.

#### BUILDING SUPPORT TEAM

- Personal contact with parent by phone or meeting at school\*
- Assigns Mentor to student
- Encourage parents to more closely supervise attendance
- Attendance Improvement Session with student (Refer to "START Smart Ideas" for further incentives)
- Implement consequences for non-attendance

## Stage Three

7-9 unexcused absences

### School Action / Attendance Specialist

School provides updated list of chronic attendance students to **ATTENDANCE SPECIALIST** & **BUILDING SUPPORT TEAM** via email.

#### ATTENDANCE SPECIALIST or BUILDING SUPPORT TEAM

- Attendance Improvement Contract
- Home Visits
- Refer to outside resources
- Arrange parent conference

## Stage Four

9 or more unexcused absences

### Attendance Specialist refers to WILL COUNTY REGIONAL OFFICE OF ED

\* *Truancy Officer Implements further interventions*

- *Files non-compliance petition with Juvenile Court if needed*

Building Support Team are made of designated school staff assisting with truancy efforts not synonymous with the Problem Solving Team.