



Truancy Outreach Program

PROCEDURES

WWW.ROE17.ORG



Outreach Specialists

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Who to contact:

Illinois State Code Definitions

105 ILCS 5, Section 26

*A “**truant**” is defined as a child subject to compulsory school attendance and who is absent without valid cause...*

*“**Valid cause**” for absence shall be illness, observance of a religious holiday, death in immediate family, family emergency...*

*“**Chronic or habitual truant**” shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.*

Excessive Absences

- Discuss as a district your attendance expectation for all students.
- Set a definition of excessive absences and interventions.

If during the school year a student demonstrates a pattern of frequent absences

1. go through your school steps to remediate this pattern, unless the child has extenuating health issues
2. refer student to Truancy Outreach services after taking intervention steps 1 – 6

District Attendance Policy
Definition
Supportive Services
Handbook



Step 1
Building Level steps 1 – 6
Mail Letter #1 / Student Conference
Counselor Intervention
Mail Letter #2 / Parent Conference or
Administrator Contact
Mail Letter #3



Building Level Intervention
Social Worker Involvement
Change Student Program
IEP Meeting
School Team Meeting



Step 2
Complete On-Line Request for Initial Truancy Services
Student should have at least 4 unexcused or excessive absences and interventions should have been put in place, prior to referral



Truancy Intervention
Letter mailed to Parents
Contact made with Parents
Student Attendance is Monitored
Student Conferences
Home Visits
Referrals to Outside Supports



Student Attendance Improves
Monitoring will continue, balance of school year
or
Referral to Truancy Review Board (TRB)



Step 3
Truancy Review Board (TRB)
Livingston County
Logan County
McLean County
DeWitt County (available in the future)



Student Attendance Improves
Monitoring will continue, balance of the school year
No Improvement then Step 4



Step 4
Referral to the State's Attorney
Petition filed
Court Hearing

Tips for Success

- Share truancy monitoring and referral procedures with staff
- Generate an initial attendance report of students who have missed 10% of the first 30 days of school
 - From this list, you mail the 1st attendance letter.
- Any student that had a significant attendance issue in the previous year
 - will be sent a welcome back letter which includes significant points regarding the school attendance policy

If you have any questions that are not answered on our website, please call or email your TOS.

[WEBSITE](http://roe17.org/about-us/truancy-and-homeless-outreach)

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- Progress through building interventions
- Complete truancy outreach intervention on-line referral
- Discuss the role of Truancy Outreach Specialist (TOS)

Total Excused

Total Unexcused

Total Days Enrolled

Ent	Year	Atnd Date	Nbr	Cmnt	P-N	-00-	-01-	-02-	-03-	-04-	-05-	-06-	-07-	-08-	-09-	-1
100	2018	05/24/2018 Thu	R	N	N	-	-	-	-	U-	-	U-	-	U-	-	-
100	2018	05/22/2018 Tue	T	N	N	-	N-	N-	N-	N-	N-	N-	N-	N-	-	-
100	2018	05/16/2018 Wed	W	N	N	-	N-	-	N-	-	N-	-	-	-	-	-
100	2018	05/15/2018 Tue	T	N	N	-	E-DR	E-DR	E-DR	E-DR	-	-	-	-	-	-
100	2018	05/10/2018 Thu	R	N	N	-	-	E-IL	-	E-IL	-	E-IL	-	-	-	-
100	2018	05/09/2018 Wed	W	N	N	-	E-IL	-	E-IL	-	E-IL	-	E-IL	-	-	-
100	2018	05/08/2018 Tue	T	N	N	-	E-IL	E-IL	E-IL	E-IL	E-IL	E-IL	E-IL	E-IL	-	-
100	2018	05/04/2018 Fri	F	N	N	-	E-IL	E-IL	E-IL	E-IL	E-IL	E-IL	E-IL	E-IL	-	-
100	2018	05/03/2018 Thu	R	N	N	-	-	E-IL	-	E-IL	-	E-IL	-	-	-	-
100	2018	05/01/2018 Tue	T	N	N	-	N-	N-	N-	N-	N-	N-	N-	N-	-	-

K-8th Grade: Promotion or retention status

Credits earned (HS only)

Credits attempted (HS only)

Credits required for graduation (HS only)

End of the Semester

Data needed for all referred students

Visit Our Website



Request for Truancy Services

Access Sample Letters “Work Steps”

Helpful Hints – Identifying and Remediating Attendance Issues

Resources for Administrators, School Staff, and Parents

WEBSITE

<http://roe17.org/about-us/truancy-and-homeless-outreach>