

**OFFICE OF ATTENDANCE AND TRUANCY**  
**2017/18 TRUANCY INTERVENTION PROTOCOL (TIP)**  
*ALL Grades (K-12)*



**GOALS OF THE TIP:**

- Notify parents/guardians to make them aware of their child’s absence.
- Identify the root causes (barriers) that prevent the student from coming to school.
- Engage the parents/guardians and/or the student in the process of developing and implementing interventions that will eliminate or reduce the barriers.
- Document all efforts and interventions (using MTSS in SchoolNet) for DHS/Truancy Court referral.

<b>At <u>Every</u> Absence or Lateness</b>
<ul style="list-style-type: none"> <li>• <b>Automated Telephone Call</b> is triggered by absences and lateness entered in the Student Information System (SIS).</li> </ul>
<b>At the 3<sup>rd</sup> Illegal/Unexcused Absence</b>
<ul style="list-style-type: none"> <li>• <b>Three (3) Day Legal Notice</b> is mailed to the parent/guardian or given to the student to take home.</li> </ul>
<b>From the 6<sup>th</sup> to the 9<sup>th</sup> Illegal Absence</b>
<ul style="list-style-type: none"> <li>• <b>MTSS process</b> begins with <b>documented interventions</b> in SchoolNet.</li> <li>• <b>IEP is revisited</b> for Special Education Students to establish goals for attendance.</li> </ul>
<b>At the 10<sup>th</sup> Illegal Absence</b> <i>(Students under the age of 17)</i>
<ul style="list-style-type: none"> <li>• <b>Documentation is reviewed</b> and the decision is made to refer the student to DHS/Truancy Court.</li> <li>• <b>Truancy Referral Form</b> is completed with the Principal’s signature for approval. The Truancy Referral Form is due by the 25<sup>th</sup> of every month to the Office of Attendance and Truancy via fax (215-400-4223).  <i>* NOTE: Truant siblings in grades K – 3 must be listed with their older siblings, grades 4 - 12, on Truancy Court Referral Form.</i></li> </ul>
<b>Upon the Student’s Return from Truancy Court</b>
<ul style="list-style-type: none"> <li>• Review the <b>Truancy Court Order</b> which includes the disposition of the case.  <i>* NOTE: Dispositions/court information can be found on the Truancy Court tab in the SIS.</i></li> <li>• Monitor attendance and maintain communication with the DHS Provider and School District Court Representative.</li> </ul>

***A copy of the Three Day Legal Notice and all absence notes must be placed in the Pupil Pocket at the end of the year.***