

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.

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

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.