Truancy Referral Form

Email Completed Copy to:

[mstanfill@ioscoresa.net](mailto:mstanfill@ioscoresa.net)

or

Fax to: 989-362-6905

**Date:**

**District**: **School:** **Grade:** \_\_\_\_\_\_\_

**Student Name:**  **Birthdate:** **Sex**:

**Address**: **City**: **Zip**:

House # Street City Zip Code

**Father/Guardian Name:**  **Birthdate:**

Address:

P.O. Box: City: Zip:

Home Phone: Cell Phone:

Employer: Employer Phone:

**Mother/Guardian Name:**  **Birthdate:**

Address:

P.O. Box: City: Zip:

Home Phone: Cell Phone:

Employer: Employer Phone:

Do the parents live together? \_\_\_\_ Yes \_\_\_\_ No

Who has custody of this child?

Do you have documentation of custody on file? \_\_\_\_ Yes \_\_\_\_ No

Guardianship (if applicable) established by: \_\_\_\_ Power of Attorney \_\_\_\_ Probate/Family Court

(Attach copies of Power of Attorney or Guardianship)

Is child receiving special education services? \_\_\_\_ Yes \_\_\_\_ No

If yes, please attach a copy of the Manifestation Review Determination which was completed. (If one has not been completed, this truancy referral cannot be petitioned into the Court until one has been completed and is on file.)

Is there any possibility this child is homeless? \_\_\_\_ Yes \_\_\_\_ No

List other siblings within your district:

Name Birthdate Grade

Date of 1st referral to Attendance Officer: Date of 2nd Referral:

What is referral for: \_\_\_\_ Attendance \_\_\_\_ School Incorrigibility \_\_\_\_ Both

Attendance summary (Attach copies of record):

Days Absent % of Days Absent Days Suspended

Excused Absences Tardies Unexcused Absences

Discipline summary if appropriate (Attach copies of record):

Is child repeating current grade? \_\_\_\_ Yes \_\_\_\_ No

SUMMARY OF CONCERNS/INTERVENTIONS

**Has the school administrator met with the student regarding attendance?**

In Person Telephone Letter

Date

Date

Date

**Has the school met with the parents in order to improve attendance?**

In Person Telephone Letter

Date

Date

Date

**Have the parents cooperated with school officials and are they concerned about their child’s attendance or behavior in school:**  \_\_\_\_ Yes \_\_\_\_ No Date of Meeting

Are absences related to documented illness? \_\_\_\_ Yes \_\_\_\_ No

Are absences related to head lice, bed bugs, or cleanliness? \_\_\_\_ Yes \_\_\_\_ No

Are absences related to undocumented illness? \_\_\_\_ Yes \_\_\_\_ No

Is there a history of excessive absences in previous school years? \_\_\_\_ Yes \_\_\_\_ No

Has the student been tested for special education/504 services? \_\_\_\_ Yes \_\_\_\_ No

If yes, date of testing:

Is the student failing or at risk of losing credits? \_\_\_\_ Yes \_\_\_\_ No

Student’s current grades: A B C D E

Is the student currently involved with any Family or Probate Court? \_\_\_\_ Yes \_\_\_\_ No

Is the student/family currently involved with CPS/DHHS? \_\_\_\_ Yes \_\_\_\_ No

Is the student currently meeting with your school counselor? \_\_\_\_ Yes \_\_\_\_ No

Is the student currently meeting with your school social worker? \_\_\_\_ Yes \_\_\_\_ No

Is the student currently meeting with your school success worker? \_\_\_\_ Yes \_\_\_\_ No

Has the student been referred to public or private counseling? \_\_\_\_ Yes \_\_\_\_ No

Please list and attach documentation:

Has the parent been notified that the school is obligated by law to make a truancy/educational neglect referral?

\_\_\_\_ Yes Date and Means of notification:

\_\_\_\_ No

Recommendations for student:

Recommendations for parent:

Signature of person making referral Date

Signature of administrator Date

NOTICE: In accordance with the Michigan Juvenile Justice Benchbook, the Family Division of the 23rd Circuit Court, Iosco County would like you to know the following points regarding truancy referrals and legal action:

The Court has exclusive jurisdiction….concerning a juvenile under 17 years of age who is found within the county if….the following applies: “The juvenile willfully and repeatedly absents himself or herself from school or other learning program intended to meet the juvenile’s educational needs, or repeatedly violates rules and regulations of the school or other learning program, and the Court finds on the record that the juvenile, the juvenile’s parents, guardian, or custodian, and school officials have met on the juvenile’s educational problems and educations counseling and alternative agency help have been sought.” MCL 712A.2(a)(4).

Further explanation has been provided as result of case law so the following is also applicable:

“In the case of a child in special education program who allegedly repeatedly violates school rules, a school board may not petition the Court under MCL 712A2(a)(4) until administrative proceeding under the school code’s special education provisions have terminated and a final decision has been made that no program within the school system can adequately address the child’s special needs and satisfactorily develop the child’s maximum potential.” Flint Board of Education v Williams, 88 Mich App 8, 17 (1979)