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Mandatory Attendance: Illinois State Law (105 ILCS 5/26-1) mandates all children between the ages of 6 and 17 attend school.

Truant: A Truant is defined as a child subjected to compulsory school attendance who is absent without a valid cause (unexcused absence) on a given school day or portion thereof.

Valid Cause: Illness (including the mental or behavioral health of the student), observance of religious holiday, death in the immediate family, attendance at a civic event, family emergency, and includes other situations beyond the control of the student, as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

Chronic Truant: 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.

TRUANCY REFERRAL PROCEDURE

School Responsibilities

1. School must attempt three (3) prior interventions. Interventions may include phone calls, warning letters, home visits, meetings with parents/students, etc.
2. Verify the student has accumulated at least 5 **Unexcused Absences**. The days must be documented through the school's attendance procedure.
3. Provide documentation/attendance log to the ROE.
4. Complete the ROE Truancy Referral Form located at roe39.org.
5. **After a referral is made, the school must continue to update the ROE of the student's attendance.**

ROE Truancy Process

1. After a referral is submitted.
 - a. A letter will be mailed to the parent/guardian. The letter will notify the parent/guardian that the student was referred to the ROE for Truancy.



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- b. The ROE will attempt to make phone contact with the parent/guardian to discuss problems preventing good attendance.
 - c. School will continue to monitor the student's attendance and update the ROE Truancy Officer by email.
 - d. School will provide the ROE with updated school attendance records if progress is not made.
 2. If the student accumulates at least 5% (9 days out of the previous 180 days) **Unexcused Absences**.
 - a. A second letter will be mailed to the parent/guardian. The letter will notify them that the student has been declared chronically truant from school. The letter will notify the parent/guardian that the student shall be in attendance at school on a specified date and will maintain good attendance for the rest of the school year.
 - b. School will notify ROE that Student has reached 5% Unexcused Absences.
 - c. School will send out all supporting documents.
 - d. ROE Truancy Officer will contact the parent/guardian and schedule an Intervention Meeting. The meeting should be located at the school and include the student, parent/guardian, Truancy Officer and a school staff member.
 - e. The Truancy Officer may also conduct a home visit at the student's residence if other communication attempts are not successful.
 - f. An individual service plan will be developed to address issues preventing the student from attending school.
 - g. School will continue to monitor the student's attendance and update the ROE Truancy Officer by email and with updated school attendance records.
 3. If student does not make adequate progress in Step 2 and more unexcused absences accumulate, a Truancy Review Board Hearing will be scheduled.
 - a. ROE Truancy Officer will send out a letter to the parent/guardian advising them of Truancy Review Board Hearing.
 - b. The ROE Truancy Officer will also attempt to contact the parent/guardian by phone or in person to advise them of the Truancy Review Board Hearing.
 - c. The Hearing will be attended by the student, parent/guardian, Truancy Officer, and ROE Staff. The hearing may also include Social Service Agencies, School Representative, and/or State's Attorney or designee.
 4. If the Truancy continues, the Truancy Officer may submit a referral to the State's Attorney in the County where such person resides.