

Submitting a Truancy Referral

1. Go to <https://www.roe39.org/page/truancy>
2. Select “Chronic Truancy Referral Form” which is a blue tab towards the center of the page.
3. Click “Continue” at the bottom of the next page which is an acknowledgement of the Terms of Use.
4. Complete the form.
5. Once the form is completed. Sign and enter your email at the bottom of the page, then click on the blue tab at the bottom of the page “Click to Sign”. This will submit the form but will require you to verify your email before the form is actually submitted to the ROE.

Date	Persons Involved	Type of Service Offered	Outcome

Additional Comments:

Signature: James Callaway
James Callaway (Nov 14, 2023)

Email: jcallaway@roe39.org



Do not submit if you do not trust the requesting party or if you suspect phishing or fraudulent activity

By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with Macon Platt Regional Office of Education.

Click to Sign

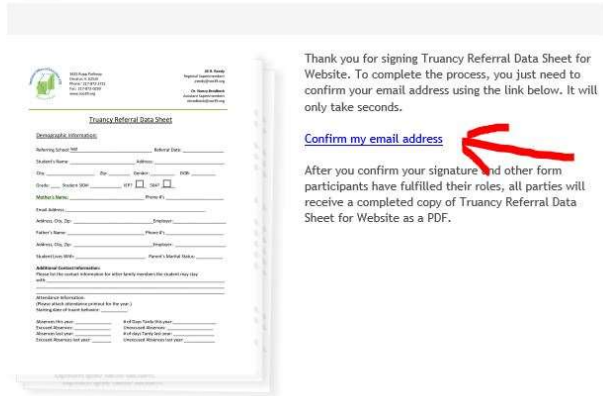


6. Check your inbox for an email from Adobe and click the link “Confirm my Email Address”.

confirm your signature on Truancy Referral Data Sheet for Website

Adobe Sign <adobesign@adobesign.com>
To James Callaway

are problems with how this message is displayed, click here to view it in a web browser.



To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

This email originated from outside of our organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, open a new email to the sender.

7. Once you confirm your email address the referral will be submitted to the ROE. If you do not get a copy of the referral more than likely something has happened and it was not submitted.
8. If a referral is received by the ROE, you will receive a verification email from the ROE within one to two days.
9. Remember to email attendance records to the ROE after submitting the referral.
10. If you have any problems feel free to contact the ROE at 217-872-3721 Ext 107.