

MODULE 06: SAMPLE OF SOFTWARE SYSTEM SET-UP BASED ON SCHOOL DISTRICT TRUANCY PLAN



1. **First Unexcused Letter:** The student was absent from school without an excuse for two three days or parts or days.
2. **Second Unexcused Letter:** The student was again absent from school without a valid excuse on 4-5 days or two additional days or part days with parent conference recommended.
3. **Third Unexcused Letter:** The student has exceeded seven unexcused absences and notification to parents requiring a mandatory meeting with the attendance committee to discuss absences and recommend resources.
4. **Truancy Referral for Legal Intervention:** Attendance has not improved. It has become necessary to refer this matter to city/county court, and the student has at least twelve unexcused absences or parts of days in five months.

WHAT THE SOFTWARE PROGRAMS SHOULD DO

1. **First unexcused letter:** Automatically populate the student names to a database when it reaches the threshold of three unexcused days or parts of days. The unexcused days should be based on specific attendance unexcused codes that the district provides to the software company. Once the student names populate the database built on the criteria, school personnel should have the option of selecting students and the appropriate school letter to email, mail, or call out.



Once the school personnel attach the correct letter to the students for mailing, emailing, or calling out, those students names should not repopulate when the attendance personnel reruns the letter the following weeks. Likewise, those students who receive a three-day warning letter should not reappear to receive another three-day letter through the automation system.

2. **Second unexcused letter:** This automatic process should work the same way as the first. The difference is that it will only populate students' names with five days or parts of unexcused absences based on unexcused absent codes. Again, attendance personnel will have the option of selecting the appropriate students and attaching the five-day second warning letters to the relevant students, which are now being sent out to parents. Once these names are chosen and sent, those students who received a second letter should not receive the same letter through the automation system.
3. **Third notification letter:** This needs to work exactly like the first two letters, except the third notification letter will be different from the first and different from the second; there should be seven unexcused absences, full days or part of days that are automatically pulled to a database for attendance personnel to select the students, and the system should automatically attach the appropriate letter to the relevant students. Once the letters are connected to the proper students and sent, those students' names should not appear again for the third-day notification to the automation system.
4. **Tuancy referral:** This will be the fourth automatic notification difference. This notification is usually not sent directly to the parents; it refers to the appropriate authority regarding legal intervention. But the automated system should pull the proper students with twelve or more unexcused absences, total or part days, from the database. Campus personnel should select the appropriate students from the list and attach them to the appropriate truancy referral to the agency that provides legal intervention. Again, these names should not reappear in the automation system.



In summary, the truancy threshold numbers shown above are just an example, and school districts may have different laws and rationales for truancy intervention. The software program that a district uses should support whatever attendance threshold the district implements to monitor and deal with truancy. For some school districts, it may be better to track the students' absenteeism by each separate semester, while others may combine the entire school year.

Suppose students live in a state that does not require punitive language in a notification letter to parents regarding students attendance. In that case, it may serve the community better to leave that language out of the notifications. But some schools are located in communities where punitive consequences are the best way to respond to parents. In these cases, it is best to refrain from sending those notifications until the situation requires legal intervention.

If the state does not require any legal language in the warning letter, it should be omitted. Many states only require schools to notify the parents in writing, inviting them on campuses for a conference and implementing a written attendance improvement plan with the student. If there is no improvement in the student's attendance, sending parents the third letter, including legal language and the consequence, would be appropriate.



WORKBOOK SECTION

1. What are the samples of software set up based on the school district truancy plan?

2. Explain what software program should do.

3. Why do school districts needs to have different laws and rationales for truancy intervention?
