

Scott County Truancy Cheat Sheet

Procedures to remember

1. School Support Plan (SSP) must be completed and given 45 days to work before making a referral to the Scott County Attorney's Office.
 - a. If parent/student refuses to meet to complete the SSP, you must submit all documentation supporting your attempts to schedule meetings with parent/student along with the truancy referral.
 - b. If you are submitting the truancy referral to the County Attorney's office before the 45 days has gone by on the SSP, you must clearly explain the reason why you are referring early on the Offence Report.
2. If the school has decided not to accept illness as valid excuse, they must attach a copy of the letter notifying parents of this decision to the truancy referral.
3. The Truancy Statute Letter MUST be sent to the student/family immediately after the 3rd unexcused absence. This letter must be dated, addressed to the parent/guardian of student and include the dates of students unexcused absences.

Suggestions-Reminders

1. Contact your assigned Truancy worker with questions or concerns about the process.
2. Contact your assigned Truancy worker if you have questions about a student's attendance and not sure how to respond.
 - a. Having the parents' sign a Release of Information with Scott County allows for early communication with truancy workers about case specifics regarding student leading to more effective use of consultation time.
3. Contact current case managers or probation officers at the first sign to attendance concerns.
4. At 3rd unexcused absence from school, attempt contact to schedule the meeting to complete SSP.
5. JAF placements are not an option for pure truancy matters. There must be a safety risk (to either self, home or community) that requires the JAF placement.