

Rochester Community Schools

Truancy Tracker

2016-17 School Year

Excessive absences and frequent tardiness have a negative impact on a child's learning. This document is designed to provide guidelines for supporting children and families having difficulty with regular school attendance.

STEP I When a child has been absent for five (5) days the teacher should make a call to the parent and inquire about the child's attendance.

STEP II When a child has been absent eight (8) days the principal should make a call to the parent and inquire about the child's attendance.

Step III When the child reaches ten (10) absences, the principal should review the child's absences and tardiness and mail the "First" attendance letter to the parent. This letter is designed to document the schools desire to support the family in achieving regular attendance in school. A copy of the child's attendance report should be attached to letter.

Step IV If the previous measures have not been effective in achieving regular attendance in school for the child, the principal will mail a second letter to the parent and require the parent and child to attend a meeting with the principal and teacher. This step is recommended between 14 and 16 absences at the discretion of the administrator. During this meeting an "ATTENDANCE CONTRACT" should be completed.

Step V If a child reaches twenty-five (25) absences, a third letter is mailed and the truancy officer (police liaison) for Rochester Community Schools is contacted.

Step VI If a child reaches 30 absences, a referral is sent to the Truancy Office at Oakland Schools. A copy of the referral with letter #4 is mailed to the parents.

Note: Tardies are also tracked and the principal sends letters at various points. When they are to the point of excess, a plan is drawn up.