**DOCUMENTATION FOR FILING A TRUANCY COMPLAINT**

This form identifies common guidelines that could be used for filing a truancy complaint after a student failed to make satisfactory progress on the absence intervention plan. A student who made satisfactory progress on the absence intervention plan as determined by the Absence Intervention Team should not be submitted for a truancy complaint. Districts and schools should consult their county juvenile court to ensure all local requirements are met before submission.

☐ Student Name and Date of Birth

☐ Copy of year-to-date attendance records & grades (baseline and 60 days)

ORC 3321.191 & [ORC 2151.011(18)]

☐ 30 or more consecutive school hours ☐ 42 or more hours in one school month

☐ 72 or more hours in a school year Threshold Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Dates the school notification letter(s) were sent to parent/guardian regarding the student missing school. Briefly summarize parent/guardian response to notifications. Include a copy of notification letter(s) sent to the parent/guardian.

☐ Interventions utilized with the student, as laid out in school policy, when the student became excessively absent. Also, please provide a detailed narrative relative to three good faith attempts to engage parent/guardian executed by the school.

Absence Intervention Team Overview

Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 60 Days Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Absence Intervention Team Participants:

☐ Student ☐ Parent(s) ☐ Guardian ☐ Parent Designee

☐ School Administrator ☐ Counselor ☐ Social Worker

☐ School/district representative ☐ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Narrative detailing the plan developed by absence intervention team to engage the child in attending school, intervention efforts, and services provided to the family during initial 60 days.

☐ Narrative detailing AIT overall impressions relating to the child’s compliance with the plan.

☐ Copy of reports from service providers, if applicable.

☐ Copy of child’s disciplinary record, if applicable.

☐ Date the absence intervention plan was communicated, in writing to the family.