

Truancy at Hamilton—The Highlights

The certified letter mailing

- Student is truant 5 days.
- A five day letter is generated from central office
- Hamilton uses the central office data base to generate it own certified letter. Letters are generated once per week.
 - In the certified mailing to parents is:
 - a copy of a letter requesting that the parent meet with an administrator at a specific time and date.
 - a copy of a letter from the school social worker outlining attendance interventions.
 - a copy of the students condensed attendance summary.
- A social work referral is generated; the referral includes a student verification form and the condensed attendance summary. The social worker also gets a list of when the certified letter meetings are to take place.
- A note is placed in ESIS stating that a certified letter was sent. The note also contains the student's current attendance rate, and a note stating that a social work referral was generated, a letter was sent out by the school social worker.
- An e-mail is sent to the IEP teacher of all special education students who received a letter so they will know that a social work referral has already been generated and that a certified letter/truancy meeting has been sent.
 - If the special education teacher is aware of specific reasons why a student has not been in attendance they will follow up with the social worker and the parent to excuse or adjust absence as needed. The social worker then follows up with an administrator so the case can be closed.

The certified letter meeting

- If the parent comes to the certified letter meeting the administrator fills out a triplicate form stating the course of action taken. At the meeting the administrator has the choice to close the case or refer it for more services.
 - If the case is closed by the administrator the social worker also closes the case.
 - If the case is not closed the social worker follows up as necessary.

The triplicate form then gets disseminated. One copy of this form stays with the administrator; the other copies of these forms go to the attendance office, and the school social worker. Notes from the meeting are entered into ESIS.

- If the parent does not show up for the certified letter meeting, then the school social worker has the school social work assistant call the parent and/or complete a home visit to find out the reasons the student is not attending (with special education students receiving priority). When a home visit is completed a letter explaining options and resources and a copy of the condensed attendance summary is left at the home. Outcomes of these visits are recorded in ESIS. Special education teachers can access these note for the purpose of IEP's.
- If parental/guardian contact is made and the reasons for absences have been explained, the case is then moved into the closed case file.
- Cases that require more follow up, or are more difficult are referred back to the school social worker.
- Students that are chronic truants with no parental or student response may be referred to the TABS (Truancy Abatement and Burglary Suppression) Program for further follow up and possible ticket.
- Cases are revisited by the school social worker as time permits.