

Robstown ISD

2016-2017

Truancy

Attendance Procedures

Robstown ISD Attendance Procedures

STEP 1After 1st/2nd Absence

After 1st period attendance, phone calls will be made for students not present by attendance team (assigned by principal) or automated phone machine.

STEP 2After 3rd Absence

Attendance team will make documented phone calls to parents and notify administration. A warning notice will be sent for truant student.

STEP 3After 4th Absence

Attendance team will fill out truancy referral form, create a Truant Action Plan Folder, and submit to principal.

STEP 4After 5th Absence

Student's Truant Action Plan Folder is forwarded by principal/attendance team via e-mail or contact Executive Director for Student Support Services who then assigns folder to a truant officer. Contact: Albert Guerra at albert.guerra@robstownisd.org, 361-767-6600 ext. 2095 or 361-548-7849 cell.

STEP 5

The Truancy Officer will:

- A. Call and inform the parent/guardian that he/she (truancy officer) will be making a home visit concerning their child's attendance and sign a contract alerting parent/parents of Truancy Preventive Measures (TPMs).
- B. The TAP folder will not be returned to principal until contract with signature of parent and documented outcome is complete.

STEP 6

Implementation of Truancy Preventive Measures (TPMs)

STEP 7

When TPMs fail to solve the problem, referral to a truancy court that can impose civil (not criminal) consequences is still an option for students between the ages of 12 and 18, unless the failure to attend school is the result of pregnancy, being in the foster care program, homelessness, or being the principal income earner for the student's family.