Orange County Public Schools

Attendance Handbook

Student Attendance | Policies and Procedures

2022-2023

www.ocps.net | 407-317-3200

Table of Contents

Quick Overview 3

Compulsory Attendance 4

Student Attendance 5

Student Attendance Recording Procedure 6

Recording and Monitoring Student Attendance 14

Attendance Requirements for Recording Daily Attendance for Grades K-12 15

Home Education Portfolio Review 17

Habitual Truancy Case Procedures 18

Student Truancy Interventions Chart… 21

Attendance for Academic Credit 22

DMV Policy and Statutory Requirements 23

Suspension of Driver License for Nonattendance 24

Hardship Waivers 25

Learnfare 27

Child Labor Laws 28

Attendance Training Requirements 28

Connect Orange 29

Technical Assistance Contacts… 30

Technical Assistance FTE and Survey Information 31

Universally Recognized Religious Holidays 32

Quick References 33

- Skyward Security for Attendance Clerks 34
- Skyward Attendance Training… 34
- Skyward CCDOCS 34

Skyward Attendance Codes……34

Skyward Absence Codes……34

Sample Tardy Attendance Letter……...35

OCPS Official Substitute Teacher Form (elementary)……36

OCPS Official Substitute Teacher Form (secondary)……..37

Appendix A: Attendance Clerks Operation Manual.....……..38

Appendix B: The Truancy vs. DNE Truancy Process Guide..……...51

All Orange County Public Schools (OCPS) Policies cited within this handbook are taken from OCPS Board Policy JE unless otherwise noted.

OCPS EEO Non-Discrimination Statement
The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The following individuals at the Ronald Blocker Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801, attend to compliance matters: Equal Employment Opportunity (EEO) Officer & Title IX Coordinator: Keshara Cowans; ADA Coordinator: Jay Cardinali; Section 504 Coordinator: Tajuana Lee-Wenze. (407.317.3200)

OCPS EEO Declaración de No Discriminación
La Junta Escolar del condado de Orange, Florida, no discrimina en la admisión o acceso a, o en el tratamiento o empleo en sus programas y actividades basados en la raza, color, religión, edad, sexo, origen nacional, estado civil, discapacidad, información genética, orientación sexual, identidad de genero o expresión, o cualquier otra razón prohibida por la ley. Las siguientes personas, en el Centro de Liderazgo Educacional Ronald Blocker,, 445 W Amelia st., Orlando, Florida 32801, Atención a los Asuntos de Cumplimiento: Igualdad de Oportunidades de Empleo (EEO) Oficial & Titulo IX Coordinador: Keshara Cowans; ADA Coordinador: Jay Cardinali; Sección 504 Coordinador: Tajuana Lee-Wenze. (407.317.3200)

Policy, Procedures and Best Practices

In an effort to be consistent with the OCPS goal "To ensure every student has a promising and successful future" attendance forms have been standardized and are to serve as the sole source for attendance forms.

Quick Overview

Attendance recording requirements

- Attendance must be recorded on a daily basis.
- Attendance must be recorded by 3:25 PM for secondary and 12:15 for elementary for Connect Orange.
- Tardies TO SCHOOL (M) must be recorded by the attendance clerk or other designated front office personnel. Teachers can only record tardies TO CLASS.
- Tardies TO SCHOOL (M) must be entered manually in the daily column of Skyward every day.
- Early departures FROM SCHOOL for secondary students are to be entered manually in the period of departure upon each occurrence, and time and reason must be noted in the Comment section. If the student will be absent less than half of the day, you must manually place the "F" (Early Dismissal Unexcused) code in the appropriate column.
- Early departures FROM SCHOOL for elementary students must be recorded upon each occurrence, and time and reason must be noted in the Comment section. The Day Status will automatically update. The day status will be determined based upon time of departure, i.e. **more than half the day** would be considered "absent" and the "B" (Abs Unexcused) code should be entered in the daily column until a proper excuse is presented. Indicate time of departure in the **"Comment"** section, and write "F" (Early Dismissal Unexcused) next to the time as well. If the early departure is excused, then the code will be "E" (Early Dismissal Excused).
- If a substitute teacher cannot input the attendance data into the computer, the principal is responsible for ensuring that the substitutes provide that information at the beginning of each period to the attendance clerk or other personnel designated to input attendance information. **Official Substitute Teacher Attendance Report must be used. See**
- The information must be entered into the computer by the office staff as soon as possible after the start of each class for secondary and by 12:15 PM for elementary.

Excused absences FS 1003.26 (1)(a), (b), (c) 1, 2, 3, (d), (e), (f)

- A student is absent for the entire day if he or she misses more than ½ of the school day. All absences are recorded as unexcused until the student returns and provides documentation concerning the reason for the absence.
- If the absence meets criteria for an excused absence as indicated on page 7 and 19 of this handbook, then the absence will be recorded as "excused."
- *Requests that fall outside the guidelines of district policy require the discretion of the principal; however, all excused absences outside the list provided should offer educational opportunities that are age appropriate for the student*.
- If a student begins to demonstrate a pattern of absences for medical reasons, the school may require a physician's note for any future absences. Best practices indicate that students who are absent for three or more consecutive days or who request more than five non-consecutive absences for medical reasons should be required to bring in a doctor's note. Illness can also be verified by the school nurse. This practice is encouraged if possible.
- Students who are granted an excused absence must be allowed a reasonable time to make up any missed work. At least one day must be allowed for each excused absence.

Compulsory Attendance

POLICY: With respect to compulsory attendance at school, it shall be the policy of The School Board of Orange County, Florida ("Board") that:

- All children who have attained the age of six (6) years by February 1 of any school year, or who are older than six (6) years of age but have not attained the age of sixteen (16) years, shall be required to attend school regularly during the school term. A student shall attend all school sessions unless excused by the proper school authority. This rule does not apply to students who have been granted a Certificate of Exemption.

- Student's age sixteen (16) and seventeen (17) are required to attend school regularly unless a formal Declaration of Intent to Terminate School Enrollment ("Declaration") is filed and signed by the student and the student's parent/legal guardian. The Declaration must acknowledge the impact that terminating school enrollment is likely to have on the student's earning potential. The Declaration must also inform the student that withdrawal will result in the loss of his or her driver license. Upon receipt of the Declaration, the school must notify the parent/legal guardian of the student's intent to withdraw from school.
  OCPS Intent to Terminate School Enrollment Form link: https://tinyurl.com/4aj24u9a.

- In the above section, the student's guidance counselor or other school personnel must conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student must be informed of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and GED test preparation. Additionally, the student must complete a survey in a format prescribed by the Florida Department of Education to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled.
  Florida Department of Education Exit Survey link: https://tinyurl.com/4ju2kvru.

- Students who attain the age of sixteen (16) years during the school year will not be required to attend school beyond the date that they attain that age *only* if a Declaration is filed and signed by the student and the student's parent/legal guardian.

- Each student in grade 12 shall be required to enroll in courses for a full school day. A student's parent/legal guardian may request waiver of this requirement. The principal may

grant the waiver after determining the student's attendance for less than a full school day would not prevent the student from achieving the minimum requirements for high school graduation.

- Each parent/legal guardian of a student within compulsory attendance age of six (6) to sixteen (16) is responsible for the student's school attendance.

- The Superintendent or designee, working cooperatively with teachers, parents/legal guardians, and principals, shall take appropriate action, if necessary, to enforce the state compulsory attendance law.

- Policy JF (*Re-Entry of Students Previously Withdrawn*): A student over sixteen (16) years of age who has been **withdrawn previously,** regardless of reason, ***may apply to the principal of the school to re-enter at the beginning of the next semester***. A student who has been withdrawn twice for nonattendance during a single school year may apply to the principal at the beginning of the next school year. A high school principal shall take into account the previous disciplinary and academic record of the student, post high school plans, and curriculum desired when agreeing to re-enter any student age eighteen (18) or over. Overage students shall be counseled into adult education to facilitate their high school graduation.

STATUTORY AUTHORITY
Sections 1001.33; 1001.41; 1001.42; 1001.53; 1001.54; 1002.20; 1003.01; 1003.21; 1003.24; 1003.26; 1006.08; and 1012.28, Florida Statutes

IMPORTANT NOTES

- Late students ***must*** be allowed to sign-in regardless of their arrival time.
- Florida State Statute provides that students under the age of 18 shall have access to education. Therefore, students who are 16 or 17 **must** be allowed to re-enter school upon request. An exception to this practice exists when an administrative action has occurred that restricts enrollment in a standard school setting. Please note that even if a student has filed a formal Declaration of Intent to Terminate School Enrollment form, this **does not** preclude re-entry into school.
- According to Individual Education Program (IEP) team decisions, students with disabilities may remain in school until the semester of their 22nd birthday. Because each ESE student's education is individualized, their educational plan (including graduation and transition plans) in school should be discussed in an IEP meeting.

Student Attendance

POLICY: The Superintendent or designee is responsible for enforcing school attendance of all children subject to the compulsory school age in the Orange County Public Schools ("OCPS") district and supporting enforcement of school attendance by local law enforcement agencies. The responsibility includes recommending policies and procedures to The School Board of Orange County, Florida ("Board") that require schools to respond in a timely manner to every unexcused absence, and every absence for which the reason is unknown, of students enrolled in the schools.

Student Attendance Recording Procedures

Each district shall maintain attendance, absence, and withdrawal information on students enrolled in the district and be able to prepare, upon request, a record of each student's entry, reentry, and withdrawal dates as well as that student's days present and absent.

Daily Recordkeeping Requirement for Grades PK-12

For all students in grades PK-12, daily attendance shall be kept during the 180-day school year and its associated summer school. In all cases where a student is absent or tardy, the principal or the principal's designee shall ensure that teachers submit a signed and certified report to include the date, name, and grade level of the students who are absent or tardy.

Class/Period by Period Recordkeeping Requirements for Grades 9 – 12

For students in grades 9 – 12, attendance must also be maintained on a period by period basis for classes in the 180 day school year and its associated summer school in which students receive credit. As is the case of daily attendance recordkeeping, *documentary evidence must be maintained on each individual student showing days present and days absent for each period*.

Recording Tardies to School

Any student who is not in class when the opening bell rings is considered tardy to school. All students who are tardy to school must be recorded in the period/time of arrival using code "M".

There is no grace period for tardies. Any student who comes in after the opening bell rings is recorded as tardy. Please note that classroom teachers can record "Tardy to class" (D) but they cannot record "Tardy to school" (M). Only the attendance staff can record "Tardy to school".

Recording Early Departures

Any student who is withdrawn from class after completion of a half day of school shall be recorded as "early departure" in the appropriate place, according to level (see page 3 for more details) and time of departure. Once the truancy threshold has been met, five unexcused early departures will count as one unexcused absence for truancy reporting purposes.

The Superintendent's attendance procedures shall outline the responsibilities within the school system including, but not limited to, the following:

- School attendance is the responsibility of the student and parent/legal guardian.
- Students shall begin each new school year with zero (0) absences.
- All school personnel shall encourage regular attendance.
- Schools shall publish and distribute their attendance procedures to students and parents/legal guardians.
- On a daily basis, student absences will be recorded as unexcused until an acceptable excuse has been provided by the parent/legal guardian indicating the reason for the student's absence. The principal has the ultimate authority to decide whether an absence shall be excused. *Attendance documentation must be submitted to the school within 48 hours of the student's absence*. *The principal may extend this deadline beyond 48 hours.*
- ***Early student departure during the last hour of the school day is strongly discouraged.***
- If a student is repeatedly absent from school due to illness, the school is authorized to require the parent/legal guardian to provide a written physician's statement for each subsequent absence to be considered excused.
- Absences shall be excused for the following:
    - Illness, injury, or other insurmountable condition;
    - Illness or death of a member of the student's immediate family (*OCPS practice has been to define* ***immediate family*** *as the student's mother, father, brother, sister, stepmother, stepfather, step-siblings, and other relatives who live in the student's home*);
    - Recognized (or established) religious holidays and/or religious instruction;
    - Medical appointments;
    - Legal appointments;
    - Participation in an approved activity or class of instruction held at another site;
    - Prearranged absences of educational value with the principal's prior approval;
    - Pediculosis (head lice) infestation (up to four (4) days per school year); or
    - Catastrophic disasters that significantly impact the life of the student (e.g. loss of residence from natural disaster).
- Students shall be given a reasonable amount of time to make up any work assignments which were missed during an absence. At least one (1) school day shall be allowed to make up missed work for each day of absence.

- A student who is not in his/her first assigned class at the beginning of each school day shall be considered tardy to class.

- In cases of truancy and habitual truancy that are referred for Child Study Team action, tardies may be recognized and calculated in the truancy instances. For truancy purposes in Child Study Team documentation that may also be used for court action, five (5) tardies to school or five (5) early departures from school will equal one (1) unexcused absence. The authority to apply accumulated tardies and early departures as unexcused absences is given to the Board pursuant to Section 1003.02, Florida Statutes. The principal has the authority to determine whether an absence is excused.

- Schools may not exempt students from examinations, papers, or other academic performance requirements to encourage student attendance.

- Report cards shall reflect the academic status, attendance, and number of daily tardies for each student. These will be hand-delivered to the parent/legal guardian by the student.

- A student between the ages of six (6) and under sixteen (16) who is absent from school without having an excused absence, with or without the knowledge and/or consent of the parent/legal guardian, will be considered "**truant**."

- A student between the ages of six (6) and under sixteen (16) who has fifteen (15) or more unexcused absences within ninety (90) calendar days, or an equivalent combination of unexcused absences and accumulated tardies as determined in the Child Study Team action, will be considered a "**habitual truant**." Days when a student is suspended from school are not included in the number of absences when determining "habitual truancy." Students may make up work missed during a suspension within a time limit established by the principal.

- Each school shall implement the following steps to enforce regular school attendance of the students enrolled in their school:

    - Upon each unexcused absence, or absence for which the reason is unknown, the principal or designee shall contact the parent/legal guardian to determine the reason for the absence. At least one (1) school day shall be allowed to make up missed work for each day of absence.

    - If a student has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, within a ninety (90) calendar day period, or an equivalent combination of unexcused absences and accumulated tardies as determined in the Child Study Team action, the student's primary teacher shall report to the principal or designee that the student may be exhibiting a pattern of nonattendance. The principal or designee shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's Child Study Team to determine if early patterns of truancy are developing. If the Child Study Team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent/legal guardian must be scheduled to identify potential remedies.

    - If an initial meeting does not resolve the problem, the Child Study Team shall implement the following:

        - Frequent attempts at communication between the teacher and the parent/legal guardian;
        - Evaluation for alternative education programs; and
        - Attendance contracts.
    - The Child Study Team may, but is not required to, implement other interventions, including referral to other agencies for family services or recommendation for filing a truancy petition pursuant to Section 984.151, Florida Statutes.
    - The Child Study Team shall be diligent in facilitating intervention services and shall report the case to the Superintendent or designee only when all reasonable efforts to resolve the nonattendance behavior are exhausted.
    - If the parent/legal guardian refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent/legal guardian may appeal to the Board. The Board may provide a hearing officer, and the hearing officer shall make a recommendation for final action to the Board. If the Board's final determination is that the strategies of the Child Study Team are appropriate, and the parent/legal guardian still refuses to participate or cooperate, the Superintendent or designee may seek criminal prosecution for noncompliance with compulsory school attendance.
    - If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent/legal guardian or the Superintendent or designee shall refer the case to the case staffing committee and the Superintendent or designee may file a truancy petition pursuant to the procedures set forth in Section 984.151, Florida Statutes.
    - If the Superintendent or designee chooses not to file a truancy petition, the procedures for filing a Child-in-Need-of-Services ("CINS") petition shall be commenced.

- Orange County Public Schools ("OCPS") shall implement the following steps to enforce regular school attendance of students of compulsory school age who are not enrolled:
    - Under the direction of the Superintendent or designee, a designated school representative shall give written notice, in person or by return receipt mail, to the parent/legal guardian when no valid reason is found for a student's non-enrollment in school. The notice shall require enrollment or attendance within three (3) days after the date of notice. If the notice and requirement are ignored, the designated school representative shall report the case to the Superintendent or designee and may refer the case to the Case Staffing Committee. The Superintendent or designee shall take such steps as are necessary to bring criminal prosecution against the parent/legal guardian or other person having control.
    - Subsequent to the activities described above, the Superintendent or designee shall give written notice in person or by return receipt mail to the parent/legal guardian that criminal prosecution is being sought for nonattendance. The Superintendent or designee may file a truancy petition, as defined in Section 984.03, Florida Statutes, following the procedures outlined in Section 984.151, Florida Statutes.

- *A law enforcement officer may take a student into custody when the officer has reasonable grounds to believe that the student is absent from school without authorization or is suspended or expelled and is not in the presence of his or her parent/legal guardian*. The officer may take the student into custody and deliver the student to the appropriate "school system site", including but not limited to, a center approved by the Superintendent of schools for the purpose of counseling students and referring them back to the school system or an approved alternative to a suspension or expulsion program. If a student is suspended or expelled from school without assignment to an alternative school placement, the student shall be delivered as follows:
    - To the parent/legal guardian; or
    - To a location determined by the parent/legal guardian, or to the Alternative Center for Truancy until the parent/legal guardian can be located.

STATUTORY AUTHORITY

Sections 984.03; 984.12; 984.15; 984.151; 1001.41; 1003.02; 1003.21; 1003.24; 1003.26; and 1003.33, Florida Statutes

IMPORTANT NOTES

- Students not in attendance on the first day and up to 10 days thereafter will receive a code of "Q" (Not Entered). This is also the correct code to enter on a student's first day of attendance if they transfer into a new school mid-year.

- Students who have attended more than half a school day and are released from school prior to the closing of the school day shall be recorded as an early departure for the purposes of attendance. Early departures are either excused or unexcused. Once a student's attendance has met the truancy threshold, five unexcused early departures will count as one unexcused absence for truancy reporting purposes.

- Students are tardy if they are not in class at the beginning of the school day. All students who are tardy to school must be recorded in the period/time of arrival using code "M". Please note that classroom teachers can record "Tardy to class" or "D" in Skyward, but they cannot record "Tardy to school" or "M" in Skyward. Only the attendance staff can record "Tardy to school" in Skyward. The parent may provide a reason for the tardy that will be considered if truancy actions are initiated.
- Secondary students can be marked tardy for each period of attendance. For the purposes of truancy, only tardies to school are considered.
- Late students ***must*** be allowed to sign-in regardless of their arrival time.
- Students may ***not*** be suspended out of school for excessive tardiness **to school**.
- In the event a student's attendance has met the definition of truancy, school tardies and early departures will become part of the truancy referral process (five tardies to school or five early departures are equivalent to one unexcused absence). However, this is for referral purposes only, and the student attendance record will not be altered. Actual presence or absence on campus must be accurately reflected in the electronic record. *Schools are encouraged to establish school-based interventions for tardies that do **not** include the use of out-of-school suspensions.*

- Phone calls are ***not*** acceptable communications for excusing an absence. Digital excuse notes can be accepted by the parent and/or guardian of the student; however, preliminary steps should be taken to ensure authentication of the excuse note.
- A student is considered absent for the entire day if more than half of the school day is missed. All absences are recorded as unexcused until the student returns and provides documentation to school personnel that would excuse the absence.
- If a student begins to demonstrate a pattern of absences for medical reasons, the school may require a physician's note for future absences for medical reasons. It is the practice of OCPS to require a doctor's note when a student is absent for three or more consecutive days or requests more than five non-consecutive absences for medical reasons. In addition, a student illness may be verified by the school nurse.
- Any student whose parent/legal guardian is an active member of the United States Armed Forces and is preparing for deployment, on leave, or has returned from deployment may be excused up to five days.
- Excused absences, field trips, and suspension days may **not** count against a student for purposes of credit hours.
- Students must be allowed a reasonable time to make-up any missed work ***regardless of the type of absence*** (excused or unexcused). A minimum of one day must be allowed for each absence from school.
- Students suspended from school should be treated like an excused absence with regards to make-up work and course attendance hours.
- All students placed in the Hospital Homebound Program are subject to compulsory school attendance laws and are subject to the OCPS Truancy Policy.
- Pregnancy is not an acceptable excuse for non-enrollment. Pregnant students and new parents are mandated to attend school. However, if a student is enrolled in a teenage parent program, then they are exempt from the minimum attendance requirement for absences related to pregnancy or parenting. The student is required to make up work missed as a result of any absences. Pregnant students sometimes require extra excused absences due to medical issues. These additional absences must be documented by a note from the student's doctor where the doctor must determine the amount of time that will be excused. The student is required to make up any work missed during these extended absences.
- When a parent requests in writing that their child be withdrawn from school, the student should be immediately withdrawn. However, school must inform parent that the student should be immediately enrolled in another school for student records to be released. If records are not requested within 5 days, student's withdrawal will revert to "Unexcused" absences from date of withdrawal request, which may trigger a truancy status.
- The Attendance Clerk should monitor the student's enrollment status. If the child has not enrolled at another school within five schools days, non-enrollment procedures should be initiated.

- Non-Enrollment Procedures:

    1. If student has not been enrolled at school for at least 10 school days, school will send **DNE Warning Letter of Legal Action** *(certified)*.

    2. Parents have 5 school days to contact school. If there has been no school contact, the Attendance Designee will send the **DNE ACST Notification Letter**.

    3. **DNE Non-Attendance Child Study Team** (ACST) meeting will ensue.

    4. If parent fails to attend ACST meeting, school will verify address and attempt to re-schedule ACST meeting if needed. The school will send the **DNE Legal Action Taken Letter**.

    5. If parent/guardian still does not enroll their child in school, please forward the case tothe School Social Worker for further investigation.

Recording and Monitoring Student Attendance

POLICY

Recording of student attendance for the purpose of administering the full-time equivalent program and other State programs shall be pursuant to State Board of Education Rule 6A-1.044. The principal or designee shall be responsible for compliance with all Florida Statutes, State Board of Education Rules, The School Board of Orange County, Florida ("Board") policies, and the Orange County Public Schools ("OCPS") attendance procedures pertaining to student attendance. The principal or designee shall assure that all teachers and clerks are instructed in the proper recording of attendance and may periodically determine whether instructions are being followed.

- Each principal shall devise a system of student monitoring and accounting which determines the presence or absence of any student during the school day. This monitoring is in addition to the regular daily check of student attendance. If a discrepancy of the presence or absence of a student is noted during the school day, the fact shall be reported immediately to the principal or designee who shall take such action as deemed proper.

STATUTORY AUTHORITY

Sections 1001.41; 1001.42; 1001.54; 1003.02; 1003.23; 1003.25; 1006.07; and 1012.28, Florida Statutes Rule 6A-1.044, Florida Administrative Code

Attendance Requirements for Recording Daily Presence/Absence for Grades K-12

POLICY

- A student shall be deemed to be in attendance if actually present at school or away from school on a school day engaged in an educational activity which constitutes a part of the school-approved instructional program for at least one-half of the student's instructional day.
- In grades K-5, a school shall record student attendance daily.
- In grades 6-12, a school shall record period-by-period attendance.

STATUTORY AUTHORITY

Sections 1001.41; 1001.42; 1001.53; 1001.54; 1003.21; and 1003.23, Florida Statutes

PROCEDURES

- Attendance must be recorded daily in a timely manner (at the beginning of each class and/or upon entry/departure to/from school). Attendance Clerks and Front Office Staff will record attendance in Skyward using the path provided in training and the Attendance Clerk Operations Manual. Teachers will record attendance in Educator Access Plus (Skyward).
- Attendance must be recorded by 12:15 PM for elementary and 3:25 PM for secondary to ensure that the parents of students absent from school receive a Connect Orange attendance message.
- Tardies **to school** (M) must be recorded in Skyward by the attendance clerk or other designated front office personnel. Teachers may only record tardies TO CLASS in Skyward.
- Tardies to school must be entered manually in the daily column of Skyward each day.
- Early Departures from school for secondary students are to be entered manually in the period of departure within Skyward upon each occurrence. If the student is absent less than half of the day, you must manually type the "F" (Early Dismissal Unexcused) code in the appropriate column.
- Early departures **from school** for elementary students are to be entered into Skyward where the attendance code will be based on the time of departure. For example, if a student misses more than half the school day, they would be considered "absent" and the "B" (Abs Unexcused) code should be entered in the Day Status column within Skyward until a proper excuse is presented to school personnel.
- Indicate time of departure in the **"Comment"** section, and write "F" next to the time as well. If the early departure is excused, then the code entered into Skyward is "E" (Early Dismissal Excused).
- If a substitute teacher cannot input attendance data into Skyward via Educator Access Plus, the principal is responsible for ensuring that the substitute teacher provides this attendance data at the beginning of each period to the school's attendance clerk for entry into Skyward.

Home Education Portfolio Review

POLICY

- If the parent/legal guardian of a student who has been identified as exhibiting a pattern of nonattendance enrolls the student in a home education program ("Home Education Program"), the Superintendent or designee shall provide the parent/legal guardian a copy of Section 1002.41, Florida Statutes; together with the accountability requirements of this section. The Superintendent or designee shall also refer the parent/legal guardian to a Home Education Review Committee ("Committee"), composed of the Orange County Public Schools' ("OCPS") contact for the Home Education Program and at least two (2) home educators selected by the parent/legal guardian from an OCPS list of all home educators who have conducted a Home Education Program for at least three (3) years and who have indicated a willingness to serve on the Committee. The Committee shall review the portfolio of the student every thirty (30) days during the OCPS regular school term until the Committee is satisfied that the home education program is in compliance. The first portfolio review must occur within the first thirty (30) calendar days of the establishment of the Home Education Program.

- If the parent/legal guardian fails to provide the portfolio to the Committee, the Committee shall notify the Superintendent or designee. The Superintendent or designee shall then terminate the Home Education Program and require the parent/legal guardian to enroll the student in a public school supported by public funds; a parochial, religious, or denominational school; or a private school supported in whole or in part by tuition charges or by endowments or gifts within three (3) days. Upon termination of the Home Education Program, the parent/legal guardian shall not be eligible to reenroll the student in the Home Education Program for 180 calendar days. Failure of the parent/legal guardian to enroll the student in one (1) of the attendance options previously listed after termination of the Home Education Program shall constitute noncompliance with the compulsory attendance requirements and may result in criminal prosecution.

STATUTORY AUTHORITY

Sections 1001.41; 1001.42; 1002.01; 1003.02; and 1003.26, Florida Statutes

Habitual Truancy Case Procedures

POLICY

- For purposes of this policy, the following definitions shall apply:
  - "Truant" means that:
    - The student subject to compulsory school attendance has had at least five (5) unexcused absences, or five (5) absences for which the reasons are unknown, within a calendar month, or ten (10) unexcused absences or absences for which the reasons are unknown within a ninety (90) day calendar period, or an equivalent combination of unexcused absences and accumulated tardies or early departures as determined by the OCPS Child Study Team.
  - "Habitual truant" means that:
    - The student has fifteen (15) unexcused absences within ninety (90) calendar days, or an equivalent combination of unexcused absences and accumulated tardies as determined by the Orange County Public Schools ("OCPS") Child Study Team, with or without the knowledge or justifiable consent of the parent/legal guardian. Said student is subject to compulsory school attendance and is not exempt.
  - A "truancy petition" means a petition filed by the Superintendent or designee alleging that a student subject to compulsory school attendance has met criteria for either truancy or habitually truancy as defined by Florida State Statute 1003.26.
- Procedures for filing a "truancy petition" by the Superintendent or designee.
  - If the school determines that a student subject to compulsory school attendance has had at least five (5) unexcused absences, or five (5) absences for which the reasons are unknown within a calendar month, or ten (10) unexcused absences or absences for which the reasons are unknown within a ninety (90) day calendar period, or an equivalent combination of unexcused absences and accumulated tardies as determined in the OCPS Child Study Team action, the Superintendent or designee may file a truancy petition.
  - The petition shall be filed in the Circuit Court of Orange County, Florida, as that is where the student is enrolled in school.
  - Original jurisdiction to hear a truancy petition shall be in the Circuit Court; however, the Circuit Court may use a general or special master pursuant to the applicable Florida Supreme Court rules.
  - The petition must contain the following: the name, age, and address of the student; the name and address of the student's parent/legal guardian; the school where the student is enrolled; the efforts the school has made to get the student to attend school; the number of out-of-school contacts between the school system and student's parent/legal guardian; and the number of days and dates of days the

student has missed school. The petition shall be sworn to by the Superintendent or designee.

- Once the petition is filed, the court shall hear the petition within thirty (30) days.
- The student and the student's parent/legal guardian shall attend the hearing.
- If the court determines that the student missed the alleged days, the court shall order the student to attend school and the parent to ensure that the student attends school, and may order any of the following: the student to participate in alternative sanctions to include mandatory attendance at alternative classes to be followed by mandatory community services hours for a period up to six (6) months; the student and the student's parent/legal guardian to participate in homemaker or parent aide services; the student or the student's parent/legal guardian to participate in intensive crisis counseling; the student or the student's parent/legal guardian to participate in community mental health services, if available and applicable; the student and the student's parent/legal guardian to participate in service provided by voluntary or community agencies as available; the student or the student's parent/legal guardian to participate in vocational, job training, or employment services; and any other appropriate action the court deems necessary.
- If the student does not successfully complete the sanctions ordered, the case shall be referred to the OCPS Case Staffing Committee with a recommendation to file a Child-in-Need-of-Services ("CINS") petition.

STATUTORY AUTHORITY

Sections 984.03; 984.151; 1001.41; 1003.02; 1003.24; and 1003.26, Florida Statutes

Important Notes

- Truancy and DNE Truancy letters on the Intranet have been translated into the following languages: Spanish, Portuguese, Haitian Creole, Arabic, and Vietnamese. For specifics, contact the Attendance Department at (407) 836-6578.
- Each school must have an Attendance Child Study Team (ACST) Committee consisting of a minimum of three staff members which can include, but is not limited to, the Principal, Assistant Principal, Dean, Attendance Clerk, Teacher, and/or any other interested party. A chairperson must be named to lead the ACST meetings. The School Social Worker (SSW) may participate in the ACST meeting if available.
- For each unexcused absence, a parent or guardian shall be contacted. (Connect Orange)
- Five-Day or Ten-Day Letter: Prior to a student accumulating five unexcused absences, interventions may be put in place to address the attendance concerns. OCPS may initiate truancy procedures at either the five or ten day thresholds for unexcused absences.
    - Once a student accumulates five unexcused absences within a calendar month, the Attendance Clerk mails the five-day warning letter. If the pattern of non-attendance continues, a meeting addressing the attendance concerns must be held with the parent and documented on the Attendance Warning/Parent Conference Meeting Form. This meeting may be held as part of a MTSS meeting or parent-teacher conference where the parent may participate in person or via phone. A reasonable effort must be made to contact the parent.
    - Once a student accumulates ten unexcused absences within a 90 calendar day

period, the Attendance Clerk mails the ten-day warning letter. If the pattern of non-attendance continues, a meeting addressing the attendance concerns must be held with the parent and documented on the Attendance Warning/Parent Conference Meeting Form. This meeting may be held as part of a MTSS meeting or parent-teacher conference where the parent may participate in person or via phone. A reasonable effort must be made to contact the parent.

- ACST Committee Meeting (Attendance Clerk or designee prepares the ACST forms)
  - The parent or guardian is notified by mail and given a reasonable time to respond.
  - The Attendance Clerk notifies all ACST Committee members of meeting date and time.
  - The student's teacher(s) completes a Teacher Input form documenting academic/behavioral concerns before the meeting, if unable to attend.
  - The ACST is held whether or not the parent/guardian attends the meeting. If a parent or guardian is not in attendance, record non-attendance on the appropriate forms and mail or send home the ACST paperwork with a request for their signature on the Attendance Contract created during the ACST committee meeting.
    - Forms to be completed:
      - Attendance Child Study Team Form
      - School Attendance Contract
      - Truancy Court Referral
      - Truancy Court Identification (ID) Form

- *All original ACST forms completed at the meeting should be kept by the Attendance Clerk or designee. ACST forms are only good for the school year in which they are held.*
- If the pattern of non-attendance continues, forward the information to School Social Worker for further investigation of the case.
- The warning letter, meetings, and truancy status must be documented on the student's Skyward attendance screen.

School-Based Truancy Interventions

School Messenger Makes Call

Teacher notifies Principal of Truancy Pattern

Attendance Clerk

- Mails 5-day or 10-day letter to Parent/ Guardian informing of consequences of non-attendance. Dispatch when five unexcused absences in a calendar month or 10 unexcused absences 90 calendar days.
- Non-enrollment occurs

Informal Meeting with Parent/ Guardian School Designee

- Discuss 5-day or 10-day letter sent. Inform parent again of compulsory school law.
- Meet by phone or in person.
- Use Attendance Warning Form to document contact, then place paperwork in the cumulative folder.
- Require doctor's note if 10 or more absences.

No Improvement
Attendance Clerk

- Mails 5/calendar or1 0/90 day letter with the date for ACST meeting.

Parent Fails to Attend ACST Meeting
Attendance Clerk

- Verifies address.
- Attempts to re-schedule ACST meeting if needed.
- Mails or provides ACST forms to the student for their parent's signature.
- Initiates referral to SSW.

ACST Meeting
Parent/Guardian

- Attends ACST Meeting
- Signs contract

Intervention Successful

Breach of ACST Contract

- Forward to School Social Worker

School Social Worker

- Consults with Principal/ Designee for next level of action (Truancy Court)

Truancy Court
School Social Worker

- Implements Truancy Court Procedures

Rev. 6/16/22

Attendance for Academic Credit

POLICY

- No student shall be awarded a credit unless the student has been in attendance for instruction for a minimum of 135 hours. The 135 hours required for attendance for instructioncorresponds to twenty (20) absences in a school year or ten (10) absences for each semester. The principal or designee may provide a student who has been in attendance lessthan 135 hours an opportunity to receive credit by demonstrating mastery of the student performance standards in that course of study.

- In the case of secondary schools, excused absences shall be considered, on an hour per hour basis, as a part of the 135 minimum hours of classroom instruction. The principal or designee is authorized to accept the following reasons as excused absence(s) of a student:

    - Illness, injury, or other insurmountable condition;
    - Illness or death of a member of the student's immediate family;
    - Recognized (or established) religious holidays and religious instruction;
    - Medical appointments;
    - Legal appointments;
    - Participation in an approved activity or class of instruction held at another school site;
    - Prearranged absences of educational value with the principal's prior approval;
    - Pediculosis (head lice) infestation (up to four (4) days per school year); or
    - Catastrophic disasters that significantly impact the life of the student (e.g. loss ofresidence from natural disaster).

- Academic instruction missed by the student shall be made up in an acceptable manner inaccordance with the Orange County Public Schools (“OCPS”) student progression plan.

- Suspended students are allowed to make up missed school work according to guidelines ofthis policy for absences.

STATUTORY AUTHORITY

Sections 1001.41; 1001.42; 1003.21; 1003.23; 1003.24; and 1003.436, Florida Statutes

Driver License Issues

DMV Policy and Statutory Requirements

For youth under the age of 18, holding a driver license is a privilege that is directly linked to school enrollment and attendance. In order to qualify for a license, a youth must be actively enrolled in public school, private school, or a home education program. The youth cannot accumulate more than 15 unexcused absences in a 90-day period, or be withdrawn with a withdrawal code that indicates the youth has dropped out.

If the youth accumulates **15 unexcused absences in a 90-day period**, or if the youth is withdrawn with a dropout code (DNE, W05, W13, W15, W18, W21, W22, W23), OCPS electronically notifies the Department of Highway Safety and Motor Vehicles, and the **DHSMV automatically issues an order to suspend the student's license or the student's ability to obtain a license**. The DHSMV sends a letter to the student and the student's guardians explaining that the license is pending suspension.

Once the student receives the letter, he or she has 15 calendar days to provide proof of compliance to the DHSMV or to request a Hardship Waiver from the school's principal. The school that is responsible for the transmission of suspension to the DMV is also responsible for clearing the record when the youth is back in compliance, unless the student's license was suspended for inadequate attendance. The only school that can verify compliant attendance is the school the student is currently attending. Please see link for a copy of required form: https://tinyurl.com/4uyphwhb.

Compliance requirements depend on the reason for the suspension:

Reason for suspension	Compliance action required	School-based actions required
Non-enrollment	Must re-enroll in school	Issue a form HSMV 72870 for the student to take to the DMV. Note actions taken in Skyward - DMV screen during the school year.
Withdrawal with dropout code	Must be re-enrolled. Dropout code should be changed to a more applicable code based on re-enrollment.	Investigate re-enrollment. If verified, change dropout code to more applicable one and send status letter *(Driver License Status Letter (Cancel Suspension) or the HSMV 72870 form.*
Inadequate attendance	Must attend school with no unexcused absences for 30 consecutive school days. ANY unexcused absence begins the count again-- back to day 1. Any excused absences add to the length of the count, until 30 days of attendance are reached.	Verify that attendance is now in compliance. Issue a form HSMV72870 for the student to take to the DMV. Note actions taken in Skyward - DMV screen and *only during the traditional school year*.

Suspension of Driver License for Nonattendance

POLICY:

- Orientation of Students
    - The principal or designee shall assure that all students are informed of the possible effects of truancy upon their driver licenses.

Driver License Issues

Students between 14 and 17 years of age are reported to the DMV when they accumulate 15 unexcused absences in a 90-day-calendar period, or when the school withdraws them with a dropout code (DNE, W05, W13, W15, W18, W21, W22, or W23).

- When a student requests reinstatement of his or her driver license, the school must undertake an investigation to determine eligibility.
- Students may request a waiver to retain their driving privileges. Hardship waivers are available, upon request, for specific reasons during the traditional school year.

Hardship Waivers

After receiving a *Notice of Intent to Suspend*, a student has 15 days to request a Hardship Waiver. Requests should be in writing and submitted to the principal. Once the request is received, the ***principal*** must grant a Hardship Hearing within 30 days. There are two reasons to grant a Hardship Waiver- medical and employment.

Issues to consider during the Hardship Hearing:

- A hardship for employment is based on verification of need. The factor to be considered is the extent to which a student provides a substantial financial contribution for his or her livelihood or for his or her family's needs, relevant to basic necessities of food and shelter, provided for the household in which he lives. Consideration should also be given to whether there are any other licensed drivers residing in the household.
- A hardship for medical care is based on the need for transportation, for the student or his or her immediate family members living in the same household, to access required treatment. Consideration should also be given to whether there are any other licensed drivers residing in the household.

Hardship waivers are effective for 90 days, and the circumstances of the waiver must be reviewed to see if the need still exists.

Only licensed drivers qualify for a Hardship Waiver. Students who have not yet obtained a license cannot apply for a Hardship Waiver.

This information shall be included in student handbooks and announced at school assemblies.

- **Verification of Attendance**
    - The Superintendent or designee shall submit to the Department of Highway Safety and Motor Vehicles ("DHSMV") the names of students, attaining ages fourteen (14) to seventeen (17) within the current school fiscal year (July 1-June 30), who have accumulated fifteen (15) unexcused absences in a period of ninety (90) calendar days. The date of birth, sex, and social security number of each student shall be included in the report.
    - Students who are not enrolled in Orange County Public Schools ("OCPS") shall be referred to the administrator of the program in which they are enrolled for attendance verification.
- **Hardship Waiver**
    - Within fifteen (15) calendar days of receipt of notice of intent to suspend, a student may request, in writing, that the principal or designee waive the attendance requirement based on a personal or family hardship.

- The principal or designee is authorized to grant a ninety (90) day hardship waiver to a sixteen (16) or seventeen (17) year old student if the evidence satisfies the principal or designee that the student meets criteria suggested by the Florida Department of Education and that the waiver would be reasonable under the circumstances. The Florida Department of Education suggests that consideration be given to any minor under the school's jurisdiction for whom a personal or family hardship requires that the minor has a driver license for his or her own, or his or her family's, employment or medical care. The ninety (90) day hardship waiver should be reviewed every ninety (90) days to determine the feasibility of continuance. Further, the principal or designee shall take into consideration the recommendations of teachers, other school officials, and guidance counselors.

- A hardship waiver shall not be available to fifteen (15) year-old students. ***Unlicensed students*** are not eligible for a hardship waiver.

- The principal or designee shall notify the DHSMV via electronic transmission of a student's request for waiver within twenty-four (24) hours of receiving the request. The hearing must be conducted by the principal or designee within thirty (30) calendar days of the request. The decision of the principal or designee must be conveyed electronically to DHSMV within twenty-four (24) hours after conducting the hearing. The principal or designee shall also notify The School Board of Orange County, Florida ("Board") of his/her decision.

- Any student denied a hardship waiver may appeal that decision to the Board. The Board shall notify the DHSMV if the hardship waiver is subsequently granted.

- Notification of Intent to Suspend the Driver License for Non-attendance

  - The DHSMV shall notify each minor for whom the DHSMV has received notification of noncompliance upon the occurrence of fifteen (15) unexcused absences in a ninety (90) calendar day period and the minor's parent/ legal guardian of its intent to suspend driving privileges.

  - The minor, or the parent/legal guardian, has fifteen (15) calendar days after written notification of intent to suspend, to provide proof of compliance with the attendance requirements or to request a hardship waiver.

  - Twenty (20) days after the date of issuance of DHSMV's notice, the DHSMV shall suspend the minor's driver license or learner's license or record the legal name, sex, date of birth, and social security number of each minor who does not possess a driver license or learner's license, unless the minor has provided the DHSMV verification of compliance with the attendance requirement, or the appropriate school official has provided the DHSMV with verification of a request for a waiver hearing.

- Verification of Compliance and Reinstatement of Driver License

    - Reinstatement shall be initiated by the student by submission of written verification that he or she has been in compliance for thirty (30) consecutive school days prior to the request for verification of compliance. Compliance starts on the first day after the student's last unexcused absence. The student must attend school, without any unexcused absences, for thirty (30) consecutive school days. If the student has any excused absence during that time, an extra day is added to the end of the thirty (30) day compliance period to adjust for each absence.

    - A compliance form, the HSMV 72870, shall be signed by the designated administrator and executed either by a notary seal or embossed school seal attesting that the student has met the requirements of Section 322.091, Florida Statutes. (This form shall be provided to the student no more than five (5) school days after the request has been made.)

    - When a student has previously had a license suspended and cannot meet the thirty (30) consecutive school days required for reinstatement within the current attendance year, the balance of the days required shall be carried forward for completion in the next ensuing attendance year or summer session.

STATUTORY AUTHORITY

Sections 322.091; 322.1615; 1001.41; 1001.53; 1003.25; and 1003.27, Florida Statutes

Learnfare

It is important for parents receiving Temporary Assistance to Needy Families (TANF) payments from the state to know that if their child has a pattern of non-attendance, payments may be suspended.

POLICY: Students whose parents/legal guardians receive cash assistance (formerly Aid to Families with Dependent Children/AFDC) are required to attend school regularly.

- If excessive unexcused absenteeism is determined to sufficiently jeopardize academic progress, the school shall report the student to the Department of Children and Families ("DCF") for non-compliance.

- Each parent/legal guardian with a student aged six (6) to eighteen (18) years who is a recipient of cash assistance is required to have a school conference during each semester consisting of the following:

- The conference must address acceptable attendance, grades, and behavior;
- The conference must be documented and reported to DCF;
- Verification of the conference is the responsibility of the parent/legal guardian or DCF; verification may be by telephone contact with a school official or by a written statement from a school official; and
- The conference may be held at the school or by telephone. The parent/legal guardian is responsible for initiating and scheduling the conference.

STATUTORY AUTHORITY

Sections 414.1251 and 1003.01, Florida Statutes

Child Labor Laws

POLICY

- The Superintendent or designee shall implement the following steps when necessary in compliance with applicable State child labor laws:
  - A designated school representative shall report to the Division of Jobs and Benefits of the Department of Labor and Employment Security or to any person acting in similar capacity who may be designated by law to receive such notices, all violations of the child labor laws that may come to his or her knowledge.
  - A designated school representative shall have the same right of access to, and inspection of, establishments where minors may be employed or detained as is given by law to the Division of Jobs and Benefits only for the purpose of ascertaining whether children of compulsory school age are actually employed there and are actually working there regularly. The designated school representative shall, if he or she finds unsatisfactory working conditions or violations of the child labor law, report his or her findings to the Division of Jobs and Benefits or its agents.

STATUTORY AUTHORITY

Sections 450.121 and 1003.26, Florida Statutes

Attendance Training Requirement

POLICY: The Superintendent or designee will provide a minimum of four (4) training opportunities per school year for OCPS attendance clerks and/or other school personnel responsible for maintaining school attendance records. In addition, appropriate online training, as determined by the Superintendent or designee, will be provided for those attendance clerks and/ or other school personnel unable to attend the provided face-to-face training. The training shall include requirements for attendance reporting by substitute teachers.

STATUTORY AUTHORITY
Sections 1001.42; 1001.54, and 1003.02, Florida Statutes

Connect Orange

"Connect Orange" is the name that our district uses for the telephone parent notification system. While we use the name Connect Orange, the actual name of the system is School Messenger. Please note that you will see both names in this section.

Daily Responsibilities:

- The main responsibility regarding the Connect Orange attendance notification messages is to enter the school's attendance (absences, tardies, early departures) into Skyward on a daily basis. **The district will schedule and launch the messages to only the students marked as having an unexcused absence**.
- Absences must be entered daily into Skyward by 12:15 PM for elementary and 3:25 PM for the attendance notification messages are to be sent home. If the absence has not been entered into Skyward by 3:25 PM, the attendance notification message will not be sent. Connect Orange attendance messages are delivered beginning at 6:00 PM each school day.
- Attendance messages are delivered in six languages (English, Spanish, Haitian-Creole, Vietnamese, Portuguese and French). The language of the message that is delivered via Connect Orange is dependent upon the language the parents/guardian selected as their preference for home communication at the time of student registration. If the parent did not indicate a preference, the default language is English.
- Although it is possible to change the content of the attendance message, all parents should receive a standard message in one of six languages as specified by the parents/guardian.

Bad Phone Numbers:

Connect Orange is an automated system where data from Skyward is imported each evening into the School Messenger Connect Orange System. As a result, it is imperative that all phone numbers associated with a student in Skyward be correct. You will receive a daily email from School Messenger with a report that includes the number of telephones contacted as well as a list of "unknown" or "disconnected" numbers. The School Messenger system considers a number "unknown" if there is a long lead-in before a message can be left at the number dialed. For example, some individuals have a minute's worth of music before you can leave a voice message. In that case, School Messenger would not recognize if this was a working number. The "disconnected" numbers that must be corrected in Skyward are listed in the daily e-mail along with the corresponding student name and ID number.

If the school's attendance personnel is not receiving a daily attendance report via e-mail, please notify the OCPS Public Information Office (contact names are listed at the end of this section).

Connect Orange Attendance Message Content:

Hello. This is a message from the attendance office at <<School Name>>, calling to inform you that your student, <<First Name>>, was absent today. Please send a signed note to the attendance office when your student returns to school. If you would like to hear this message again, please press the star key. Thank you.

Technical Assistance

OCPS Attendance Forms

To be consistent with OCPS goal of Leading Students to Success", attendance forms have been standardized and are to serve as the sole source for attendance forms. OCPS Attendance Forms Link: https://tinyurl.com/OCPSAttForms.

Connect Orange Assistance

If you need help with the Connect Orange system, please contact one of the following:

- Wanda Cocco (wanda.cocco@ocps.net) – 407.317.3200, ext. 2002122
- Shari Bobinksi (shari.bobinski@ocps.net) – 407.317.3458
- Lorena Arias (lorena.arias@ocps.net) – 407.317.3458

Skyward Assistance

Skyward Attendance by Office documentation can be found on the Customer Care website (http://cc.ocps.net/) using the following search path: > Student Systems Training and Support > Skyward > Skyward Documentation link > Support > Attendance.

For additional technical support assistance with Skyward, please contact Student Systems Training and Support (ssts@ocps.net) or:

Customer Care number: **407-317-3375**

Submit an Online Service Request at: help.ocps.net

Student Enrollment Policy/Procedure Assistance

Student Enrollment Handbook: https://tinyurl.com/mrxz6nzz.

For assistance with registration and enrollment policy and procedures, please contact **Student Enrollment** at **407-317-3233**.

For questions on Attendance Policy and Procedures, please contact:

Dr. Amana Levi, Senior Administrator
41636@ocps.net
407.836.9328

Damaris Torres, Administrative Specialist
damaris.torres@ocps.net
(407) 836-6578

Technical Assistance – FTE Survey Information

FTE Survey Information

FTE surveys provide the Florida Department of Education (FDOE) with a snapshot of instructional activity occurring in Florida's public schools. The Student System data provides general (demographic) information, program placement, scheduling, and attendance criteria for each record submitted for funding. There are eight surveys that are part of the State Reporting Process, and they all have an impact on funding.

Survey 1- Summer Instruction in July (July 11, 2022 - July 15, 2022)

Survey 2- Instruction that occurs within the first 90 days of the school year *(Sept. 29, 2022 - Oct. 14, 2022)*

Survey 3 -Instruction that occurs within the second 90 days of the school *year (Jan. 27, 2023 - Feb. 10, 2023)*

Survey 5 - End of Year information, CTE Instruction, Industry Certifications, School Grades, Additional FTE for IB, AP, AICE & Early Graduates (covers July 1 to June 30) - *Annual Attendance Verification Certificate (Aug. 10, 2022 - May 26, 2023)*

Survey 4 - Summer Instruction in June; Week-June 12 - June 16, 2022 (Summer School)

Please note that additional information for FTE can be found on the Intranet at the State Reporting FTE site (FTE.OCPS.NET). Here you will find the FTE Audit Box Checklist and FTE Audit Box Samples.

At a glance, for Surveys 1-4, the following reports are required:

1. Teacher Verification Report (Run Monday after FTE week)
2. Unrecorded Class Attendance Report
3. Recorded Class Attendance Report
4. #950 Individual Student Attendance Record Report (Run Monday after FTE week)
5. Substitute Teacher Attendance Report
6. Student Sign-In/Sign Out School sheets

Universally Recognized Religious Holidays

The holidays listed on this page may conflict with scheduled school days.

Jewish

Rosh Hashanah (September 25 - 27, 2022)

Yom Kippur (October 4 - 5, 2022)

Sukkoth (October 9 - 11, 2022)

Shmini Atzeret (October 16 - 18, 2022)

Simchat Torah (October 17 - 18, 2022)

Passover (April 5 -13 2023)

Shavuot (May 25 – 27, 2023)

Jewish holidays start at sundown on the first date printed in this section.

Muslim

Eid al-Fitr (April 21 - 22, 2023)

Eid al-Adha (June 28 - 29, 2023)

Christian

Holy Epiphany (January 6, 2023)

Good Friday (April 7, 2023)

Religious Absences FS 1003.21 (2) (b)

• There are a number of religious holidays which qualify as excused absences. In order to qualify as an excused absence, the religious tenets must forbid secular activities on that day, and the parents must have declared that their student is observing the holidays of that specific religion. Religious absences are treated like pre-arranged absences, and must be requested in writing at least **five days prior**.

Rev. 6/16/22

Quick Reference Guide

Skyward Security for Attendance Clerks

Principals must use the Skyward School Security Form, located on Skyward News, to request modifications (add/change/remove) to Skyward security permissions for staff which are NOT assigned to their work location in SAP.

CYSCHES INQ (elementary) – To run Class Roster Reports
CYSCHESE INQ (secondary) – To make edits and updates to Attendance Records
ATTENDANCE ACD – To make edits and updates to Attendance Records
RTI ACD – To access, edit and update school-based Attendance Interventions (for truancy)

Skyward Attendance Trainings

Skyward training information is located on Skyward News, under Skyward Training Schedule.

Skyward CCDOCS

Please visit Please visit http://ccdocs.ocps.net for the documents below as of 5/18/22 – subject to updates.

Skyward 1.1 Attendance Records 10082021

This document will assist users in entering attendance for individual students, for a class or for a specific activity.

Skyward 1.2 Attendance Reports and Letters 051822

Attendance Reports and Letters provides a variety of report formats that can be created to review and verify attendance data. Verifying the accuracy of the attendance data is important for tracking, internal reporting and state reporting. Processing of Attendance Letters allows for parent notification of student attendance and aids in the communication between school and parents.

Skyward 1.3 Attendance Intervention 10152020

The tracking of attendance interventions is maintained in the Response to Intervention (RTI) module of Skyward. The Watch List and the Entry by Student areas allow users to view, add and maintain intervention records for students. The Teams and Referrals area will assist in maintaining the intervention records. Reports within Skyward allow for the tracking of data for accurate reporting.

Skyward Attendance Codes

Type Code	Short Description	Long Description	Category	Count in Truancy	Disciplinary Action	Include in Total Attendance
A	Absent Excused	Absent Excused	Excused	N	Absence	Y
B	Abs Unexcused	Absent Unexcused	Unexcused	Y	Absence	Y
C	Alt Classroom	Alt Classroom	Other	N	Absence	N
D	Class Tardy Un	Class Tardy Un	Tardy	N	Absence	N
E	Early Dismsl Ex	Early Dismsl Ex	Excused	N	Absence	N
F	Early Dismsl Un	Early Dismsl Un	Unexcused	Y	Absence	N
G	Field Trip	Field Trip	Other	N	Absence	N
H	Hospital/Home	Hospital/Home	Other	N	Absence	N
I	In School Susp	In School Susp	Other	N	In School Suspension	N
J	Offsite Act	Offsite Act	Other	N	Absence	N
K	Onsite Act	Onsite Act	Other	N	Absence	N
M	School Tardy	School Tardy	Tardy	Y	Absence	N
N	Suspended	Suspended	Excused	N	Out School Suspension	Y
O	Withdrawn	Withdrawn	Other	N	Absence	N
Q	Quarantine	Quarantine	Other	N	Absence	N
R	Not Entered	Not Entered	Other	N	Absence	Y

Skyward Absence Codes

Reason Code	Short Description	Long Description
AS	Alt Sus/Site	Alternative to Suspension Site
CD	Catastrophy	Catastrophic Disaster
FA	Family Ill/Dth	Family Illness or Death
IL	Student Illness	Student Illness
LE	Legal Appt	Legal Appointment
ME	Medical Appt	Medical Appointment
OF	Offsite Act	Offsite Activity
OS	Onsite Act	Onsite Activity
PE	Pediculosis	Pediculosis (Head Lice)
PR	Prearranged Abs	Prearranged Absence
RE	Religious	Religious Holiday

Sample Tardy Attendance Letter

ORANGE COUNTY PUBLIC SCHOOLS

P.O. Box 271 32802-0271
Orlando, Florida
(407) 317-3200

445 West Amelia Street 32801-1129

September 25, 2020

Student: Student #: Grade: Sex:

DOB:
Race:

Exc. Ed.: None

Re: 5 Tardy Attendance Letter

Dear

The purpose of this letter is to notify you that our records indicate your child has accumulated five (5) or more tardies from school. Habitual truancy is defined as fifteen (15) or more unexcused absences from school. For truancy purposes, five tardies to school may be substituted for one unexcused absence.

Florida Statute 1003.26 requires the school to actively enforce school attendance laws. Children between the ages of six (6) and sixteen (16) are required to attend school regularly or risk being in violation of the Florida Compulsory School Attendance Law, Florida Statute 1003.21. Parents and guardians are legally responsible for making sure their children attend school regularly.

If it is determined that a pattern of truancy is being developed other consequences may be enacted: child study team referral, truancy court petition or referral to law enforcement or the State Attorney. Penalties, fines and other consequences may result.

If you believe our records are incorrect or there are circumstances of which we should be aware, please call the school attendance office at (407) xxx-xxxx. We need your help and assistance in making sure your child is attending school. Our goal is to improve student learning and your child's success in school depends on regular school attendance.

Days Tardy: 5

Monday, September 14, 2020
Tuesday, September 15, 2020
Monday, September 16, 2020
Wednesday, September 28, 2020
Thursday, September 29, 2020

Sincerely,

Principal

XXXXXXXXXX Middle School

Orange County Public Schools

445 West Amelia Street • Orlando, FL 32801-1129 • Phone 407.317.3200 • www.ocps.net

School_____ **Room#**_____

Elementary Substitute Teacher Student Attendance Report

Teacher_____ **Date of Absence**_____

Substitute Teacher_____**Signature**_____

	Absent Students		
	Last	**First**	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

****Must Be Filed in the School's FTE Box****

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Orange County Public Schools

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School_____Room#_____Period_____

Secondary Substitute Teacher Student Attendance Report

Teacher_____ Date of Absence_____

Substitute Teacher_____Signature_____

	Absent Students		
	Last	**First**	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

	Tardy Students		
	Last	**First**	Time of Arrival/Notes
1			
2			
3			
4			
5			
6			
7			

**Must Be Filed in the School's FTE Box

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Appendix A:
Attendance Clerk Operations Manual
2022-2023

Orange County Public Schools

Table of Contents

Entering Attendance.....40
Early Departures/Pass.....40
Mass Attendance.....41
Testing.....42
Field Trip(s).....42
Substitutes.....43
Absence Occurrence (Truancy) Reports.....44
Unrecorded Class Attendance Reports.....45
Recorded Class Attendance Reports.....46
Attendance Letter Summary Report (5/10 Day Truancy Letters).....47
Day Summary Report (Student Exceptions).....48
FTE: Teacher Attendance Verification Report.....49
FTE: Attendance Verification Report.....50
Attendance Child Study Team Process.....51
Attendance Interventions.....52

TASK	Daily	Weekly	Monthly	As Needed	Elementary	Secondary
ENTER ATTENDANCE **Tardy Students** (actually sign students in on designated sheet) **Mark "M"** in the period the student arrives as necessary. Do not manually enter information into the ***Day Status*** field as this field will populate during the nightly district process. ◦ Log into Skyward and enter student's name or student identification ◦ number. Under attendance, select "M" (School Tardy code). ◦ You **MUST** make comments to indicate time of arrival and any documentation provided as this helps when reviewing tardy or absence patterns.	√				√	√
Early Departures – Mark the appropriate "**E**" (EDE) or "**F**" (EDU) code in the period the student leaves. Absences for the duration of the day, should be entered by the student's teachers. Please note: if a child leaves with less than ½ the school day vs. one leaving for more than ½ the school day, in which case s/he shall be considered absent unexcused or absent excused for the entire day. ***It is IMPERATIVE that you document the time the student leaves for the day.**	√				√	√
PASS/ISS – Complete attendance for the day or each period, as needed, when there is a non- instructional personnel assigned to the class. ◦ PASS instructor would create a roster of students assigned to the classroom, complete with student name and student number. This roster should be submitted to the attendance clerk as often as there are changes to it. (Student added or released). ◦ Attendance clerk or other designee will input students' attendance into Skyward for the day/periods using code "C" for ISS (Alternative Classroom/In School Suspension).*	√				√	√

Suspensions or Expulsions entered accurately within the Discipline module will reflect accordingly on the student's attendance record.

TASK	Daily	Weekly	Monthly	As Needed	Elementary	Secondary
MASS ADD ATTENDANCE - Entry by class or activity *Students that are in an activity that need to leave school early can be marked absent from school as a group or individually. This process will allow users to enter mass attendance records.* ◦ From "***Office***" select **Attendance,** then "**Entry by Class or Activity**." ◦ Enter the **Absence Date**, select either **Activity** or **Class** to click on the specific class. ◦ **Type** and enter a **Comment** regarding the absence. ◦ Select the **Class Period** or **Range of Periods** for the absence. ◦ Select the students that will be absent by checking the boxes. ◦ Select **Update Attendance for All Selected Students**.				√	√	√
MASS ADD ATTENDANCE FOR A SINGLE DAY Utility (School Admin Access) *This utility is used to enter attendance records for students who were all absent for the same period(s) for the exact same reason, such as a field trip or testing.* ***This can only be performed by an Administrator at your school.***				√	√	√

TASK	Daily	Weekly	Monthly	As Needed	Elementary	Secondary
Testing/other school activities ◦ Testing coordinator shall compile roster for each location/room. ◦ Test administrator shall take attendance and return roster to Testing coordinator. ◦ Testing coordinator shall review and correct any errors of which s/he is aware. ◦ Testing coordinator will provide a copy to the attendance clerk signed by the Test administrator for that room. ◦ Attendance clerk will mark any absent student absent for all the periods the testing is scheduled to take place. ◦ When regular class resumes, attendance for the rest of the day should be taken by the teacher of record. ◦ A copy of the testing roster, complete with attendance taken, shall be stored with FTE Attendance documentation.	√				√	√
Field Trip ◦ The Field trip coordinator shall compile a roster for each bus (if that is the method of travel) and provide the roster to the bus coordinator. ◦ Bus coordinator shall take attendance for that bus and return it to field trip coordinator. ◦ Field trip coordinator shall review and correct any errors of which s/he is aware. ◦ Field trip coordinator will provide a signed copy of the roster to the attendance clerk. ◦ Attendance clerk will mark appropriate students absent for all the periods the field trip is scheduled to take place. ◦ When regular class resumes, attendance for the rest of the day should be taken by the teacher of record. ◦ A copy of the field trip roster, complete with attendance taken, shall be stored with FTE Attendance documentation.				√		

With your principal's permission, one can use the **Mass Add for a Single Day Utility to enter attendance records for a range of students for a specific date. This utility could be used to enter attendance records for students who were all absent for the same period(s) for the exact same reason, such as a field trip or testing. Please note that this is an **administrative** function.* Additional information can be found in the **Skyward 1.1 Attendance Records Manual**.

TASK	Daily	Weekly	Monthly	As Needed	Elementary	Secondary
SUBSTITUTES ***Prior to entering the classroom, substitutes must check in with the attendance clerk to ascertain protocol for taking and submitting attendance for the day. It is imperative that attendance documentation taken by anyone other than the teacher of record is stored in the FTE box. Among that documentation would be the attendance roster signed by the person taking the attendance manually and a copy of the Unrecorded Class Attendance Report for the teacher of record. During the FTE Survey period, the Unrecorded Class Attendance Report must be generated every day and retained in the FTE box.***	√				√	√
◦ Print rosters from Student Information System ◦ Two (2) sets of class rosters should be printed the morning of, or when possible, the day before the teacher's absence. ◦ Substitute takes attendance and sends one roster to clerk; the other should remain in the classroom for returning teacher. *This would be done on a period by period basis. ◦ Attendance clerk submits attendance on a period by period basis upon receipt of roster(s) from substitute. ◦ Substitute or person marking the attendance on the roster must sign roster prior to submitting to attendance clerk. ◦ At the end of the day, the attendance roster(s) and Unrecorded Class Attendance Report must be placed in the FTE box. (Other option: Records are maintained for later storage in the FTE box, as opposed to putting documents in the box daily).	√			√	√	√

TASK	Daily	Weekly	Monthly	As Needed	Elementary	Secondary
Absence Occurrence Report (Skyward) - OCPS Truancy Report - *This report may be generated to obtain a list of students who have a specific number of absences.* • From ***Office***, select **Attendance** --> **Reports** --> **Absence Occurrence Report.** • Select **Add** and Enter a name in the ***Template Description*** field. • Verify the **School Year to Process** and Enter the **Absence Date** range. • Select **Active** student status and **Included All Federal Races/Ethnicities**. • Select **Absent Types** and highlight **Abs Unexcused** and **Add.** • Select the Dropdown for **Day/Prd/Cls** and select **Day. Enter minimum for 5 (5 unexcused absences in a calendar month).** • Select **Save and Print**. • Select **View Report**. **Absence date range for truancy = at least 5 unexcused absences within a calendar month. For instance, October 1 through October 31 constitutes a calendar month. Date ranges for habitual truancy occur within a 90 day calendar period.*		√	√	√	√	√

TASK	Daily	Weekly	Monthly	As Needed	Elementary	Secondary
Unrecorded Class Attendance Report formerly known as the *Unsubmitted Attendance Report* - Check for Teacher Attendance ◦ From "**Office**" screen click "**Attendance**" and then select "**Reports**". ◦ Go to "**Unrecorded Class Attendance Report – UC**" and select Add. ◦ Enter a name in the Template Description field (*ex: Teachers missing attendance*). ◦ Enter Starting Date and Ending Date, then Starting Period and Ending Period (ex: *Starting Period = 01 and Ending Period = 07 for secondary. Elementary entities enter Starting Period = 00 and Ending Period = 00.*) ◦ Select **Save and Print**. Then, **View Report**. ◦ During **FTE Survey Periods**, the printed Unrecorded Class Attendance Report for each day of the survey period must be placed in the FTE file box. These reports will be used to cross reference any teacher's absent during that period and should coincide with the Substitute rosters submitted. Rosters should also be filed in FTE box. Additional information can be found at **fte.ocps.net** including the FTE Audit Box Checklist and Audit Box Samples.		√	√		√	√

TASK	Daily	Weekly	Monthly	As Needed	Elementary	Secondary
Recorded Class Attendance Report formerly known as the *Submitted Attendance Report* - This report can be run to confirm whether teachers have completed attendance for a specific period or range of periods. ◦ From "**Office**" screen click "**Attendance**" and then select "**Reports**". ◦ Go to "R**ecorded Class Attendance Report – RC**" and select Add. ◦ Enter a name in the Template Description field (*ex: Teachers missing attendance*). ◦ Enter Starting Date and Ending Date, then Starting Period and Ending Period (ex: *Starting Period = 01 and Ending Period = 07 for secondary. Elementary entities enter Starting Period = 00 and Ending Period = 00.*) ◦ Select **Save and Print**. Then, **View Report**. ◦ During **FTE Survey Periods**, this report must be printed and placed in FTE box. Attendance clerks must run and save a digital copy of this report every day during non-survey week.	√			√	√	√

TASK	Daily	Weekly	Monthly	As Needed	Elementary	Secondary
5 Day and 10 Day Truancy Letters (Skyward) - Attendance Letter Summary Report The ***Attendance Letter Summary Report*** allows users to gather attendance letter information for specific *attendance type*, *term*, and *date letter was sent out*. Specific letters such as the **5** Days, **10** Days, and the **15** Days (habitual truancy) can be selected through the thresholds created by the district. Path: OF\AT\AL\RE 1. Select Office – OF. 2. Expand Attendance – AT. 3. Expand Attendance Letters – AL. 4. Select Reports – RE. 5. Select Attendance Letter Summary Report. o Print letters and get the appropriate signature. Make three (3) copies; keep the original for the child's Cumulative folder, send one home by the child, and mail one to the parent. These letters are generated **daily** based on entered student attendance. o *If a specific letter does not generate for a student, you can find those letters on the OCPS Intranet in Student Forms. You will find all of the letters/forms found on the Intranet under Attendance.		√			√	√

*Please note: Additional information can be found in the **Skyward 1.2 Attendance Reports and Letters Manual**.*

TASK	Daily	Weekly	Monthly	As Needed	Elementary	Secondary
Day Summary Report (Skyward) *similar to the Daily Exceptions Report.* *This report can be run to review attendance records for a specific date, a specific student, or for a range of students.* ◦ From ***"Office"*** screen select "**Attendance**." ◦ Select *"**Reports**"* and select **Day** Summary (DS). ◦ Enter a name in the **template description** field and verify the **School Year to Process**. *See pages 3-5 for additional details under the **SW Attendance Reports and Letters***. ◦ Select the **By Date** radio button, select **Absence Types**, and highlight **Absent Unexcused**. ◦ Select **Add**, **Save**, and select **Print and Save**. ◦ **View Report**.				√	√	√

TASK	Daily	Weekly	Monthly	As Needed	Elementary	Secondary
Attendance Verification Reports (Skyward) ◦ From ***"Office"*** screen click "**Attendance**." ◦ Go to **Attendance Reports** and select ***"Teacher Verification Report"*** ◦ Click **"Add**" to create a new template and enter a template description. Example: *10/11/21 Verification* ◦ Enter ***Reporting Period*** (the date range to report attendance for, usually the first day of FTE). ◦ Select **Save and Print** the Teacher Attendance Verification Report.				√	√	√

TASK	Daily	Weekly	Monthly	As Needed	Elementary	Secondary
Organizing the Attendance Child Study Team (ACST) Meetings *Once it has been determined that a child has met the truancy threshold and a pattern of non-attendance has been recognized, the attendance clerk shall follow the OCPS Truancy Flow chart (provided in the Attendance Policy and Procedures manual) and initiate the ACST meeting process by inviting the parent(s) to the conference. The basics steps include:* ◦ Send out the "ACST Invite Letter" with a time, date and location at least 5 or more days out. (Send a copy home with student, as well). ◦ Select and notify at least three of the school's ACST team members. ◦ Notify Teachers, have them locate the "Teacher Input Form" on the Intranet, and collect them before the ACST Meeting. Present Teacher Input Form to the ACST committee for review. ◦ Collect the findings of the ACST committee. ◦ Present/discuss the proceedings with the school Social Worker when completed. ◦ Complete a Social Work Referral form for any student deemed an habitual truant and provide all the necessary forms with the packet in preparation for Truancy Petitions.				√	√	√
Monitoring Truancy and Maintaining Documentation ◦ Ensure that you are actively monitoring truancy. Monthly ACST meeting forms are no longer required to be submitted, however you are required to monitor student truancy and interventions.			√		√	√
◦ Ensure that you are maintaining all attendance documentation (notes, tardy, medical, legal, etc.) ◦ FTE Documentation	√	√	√	√	√	√

TASK	Daily	Weekly	Monthly	As Needed	Elementary	Secondary
Attendance Interventions (Response to Intervention - RTI) *Skyward will pull information such as "Early Warning Indicators" from other areas in order to create a Watch List.* Within this screen, Attendance Intervention details can be added for the specific students and students that show up on the monthly/quarterly report and meet a truancy threshold, must be manually added to the Watch List. ◦ From "***Student Services***" select **Response to Intervention,** then select **Watch List**." ◦ Use the **Lookup** window feature to locate student. ◦ Select **Add** from the *Watch List* to open the *Add Identification Detail* window. ◦ Select **Entry Date**, **At Risk Level**, and **Type**. ◦ Add **Identification Details** and **Save**. **Note: If an attendance note is received after an intervention was created, add that note to the details of the entry and adjust the risk level.*				√	√	√
◦ Create a filter for the Watch List to sort your Views to RTI Watch List Levels ◦ Select **Filters** and **Add Filter**. ◦ Name the *Filter*. For instance, *September Attendance Watch List*. ◦ Find the *Attendance* label and enter "Y" in the *low value* and *high value*. ◦ Select **Save and Apply Filter**. *This utility is used to enter attendance records for students who were all absent for the same period(s) for the exact same reason, such as a field trip or testing. This can* ***only be performed by an Administrator*** *at your school.*				√	√	√

School Based Truancy Interventions in Skyward with corresponding codes:

1. **Warning Letter (WL)**
2. **Warning Conference (WC)**
3. **ACST Meeting Invite (AMI)**
4. **ACST Child Study Team (ACS)**
5. **ACST Contract Form (ACF)**
6. **ACST SW Referral Form (ARF)**

Please review the Skyward 1.3 Attendance Intervention Manual for critical step by step instructions.

Rev. 06/16/22

Appendix B:

Truancy Process vs. DNE Truancy Process Guide

Orange County Public Schools

Truancy Process vs. DNE Truancy Process

Truancy

Step 1:

Attendance Clerk/Registrar mails 5-day, 10-day, or 15-day Skyward Attendance letter w/ Principal signature (only 1 letter needs to be sent)

Enter Intervention into the RTI/MTSS intervention section of Skyward.

DNE

Step 1:

DNE Report is run in Skyward by Attendance Clerk/Registrar.

- Student has not been enrolled for at least 10 school days.
- **DNE Warning Letter of Legal Action** to be mailed (certified)

*See p. 49 for corresponding Attendance intervention codes.

Truancy Process vs. DNE Truancy Process

Truancy

Step 2:

If attendance persists after at least a week has passed, Attendance Clerk/School Designee issues the **Truancy Attendance Warning Conference Letter**

DNE

Step 2:

If there has been no school contact/no improvement, then the Attendance Clerk/Designee will issue the:

DNE ACST Notification Letter (invite)

Truancy Process vs. DNE Truancy Process

Truancy

Step 3:

School conducts the informal **Attendance Warning Conference** and documents meeting with parent/guardian on appropriate form to address overall immediate concerns.

- Require Dr.'s notes if 10+ absences
- Attendance Contract

DNE

Step 3:

Conduct the **DNE Non-Attendance Child Study Team ACST Meeting**

The purpose of this meeting is to determine the barriers to student attending school, etc. The function will be similar to that of the MTSS intervention meeting.

Truancy Process vs. DNE Truancy Process

Truancy

Step 4:

If there has been no improvement, Attendance Clerk/ Registrar issues **Truancy Attendance Child Study Team Meeting** (invite).

DNE

Step 4:

If parent fails to attend DNE ACST meeting:

- Verify address
- Attempt to re-schedule meeting if needed

- Attendance Clerk/Designee to issue the **DNE Legal Action Taken Letter**

Truancy Process vs. DNE Truancy Process

Truancy

Step 5:

Conduct and document **Attendance Child Study Team (ACST)** meeting on appropriate form to address concerns and possible barriers to student success.

**The purpose of this meeting is to determine the barriers to student attending school, etc. The function will be similar to that of the MTSS intervention meeting.*

DNE

Step 5: (SSW Interventions)

When the school has completed the prior steps with no success, contact the SSW who will then conduct the following interventions:

- **DNE Truancy Court Referral**
- **DNE Checklist for Court**
- **DNE Truancy Court ID Form**

Truancy Process vs. DNE Truancy Process

Truancy

Step 6:

When the school has completed and documented the interventions prior with no success, contact the SSW who will then conduct the following interventions:

- **Truancy** Court Referral
- **Truancy** Checklist for Court
- **Truancy** Court ID Form

Non-Enrollment School Based Truancy Interventions

Step 1:
- DNE Report is Run in Skyward by Attendance Clerk/ Registrar.

- Student has not been enrolled for at least 10 school days.

*- **DNE Warning Letter of Legal Action** to be mailed (certified) after 10 days.*

Parents have 5 days to contact school.

Step 2:

No school contact/ No Improvement

Attendance Clerk/Designee
-***DNE ACST Notification Letter*** *(invite) to be mailed.*

Step 3:

DNE Non-Attendance Child Study Team (ACST) Meeting

-DNE ACST meeting ensues

Step 4:

Parent fails to attend ACST meeting

- Verifies address.
- Attempts to re-schedule ACST meeting if needed.

DNE Legal Action Taken Letter

Step 5: (SSW Interventions)

- ***DNE Truancy Court Referral***
- ***DNE Checklist for Court***
- ***DNE Truancy Court ID Form***