

District of Columbia Public Schools  
**TRUANCY PROTOCOL**

<b>Day 1</b>	<b>Owner</b>	<b>Documentation</b>
1. Set up Connect-Ed to call home		
a. Follow up on non-functioning phone numbers; update student contact info	Attendance Counselor or Designee	Connect-Ed report
b. Follow up calls for students whose calls did not go through or went unanswered; document these calls in DC STARS as “ <b>Day 1– Contacted Parent.</b> ”	Attendance Counselor or Designee	Connect-Ed report, note in STARS
2. Teacher calls home; <i>secondary teachers</i> and <i>elementary attendance counselors</i> document the call in STARS as “ <b>Day 1 – Contacted Parent.</b> ” Include information about student’s whereabouts (if known). Teacher follows up with attendance counselor on non-working phone numbers. ( <i>Note: ES teachers should inform Attendance Counselor of any contact attempted/made with parent</i> )	Teacher	Attendance Alert, note in STARS
<b>Day 3</b>		
3. Teacher a) <i>makes contact</i> with parent via phone or b) sends form letter home. <i>Secondary teachers</i> and <i>elementary attendance counselors</i> document the call in STARS as “ <b>Day 3 – Absence Investigation.</b> ” ( <i>Note: ES teachers should inform Attendance Counselor of any contact attempted/made with parent</i> )	Teacher	Attendance Alert
<b>Day 5</b>		
4. Attendance counselor mails certified letter to the student’s home arranging a <b>conference</b> at the school for the student, parent/guardian and appropriate school officials (principal/assistant principal, attendance/guidance counselor, teacher[s]). Participants identify the problem and any prior interventions, and make recommendations for next steps. They develop an <b>Attendance Intervention Plan</b> to connect the family to in-school or community resources and city agencies.	Attendance Counselor, Student, Parent, appropriate school staff (administrator, teacher, guidance counselor, teacher)	Certified letter, Attendance Intervention Conference Report
5. If parent is non-responsive to request, school staff or designee conducts <b>Home Visit.</b>		Home Visit Intervention/ Notification Form
<b>Days 6-9</b>		
6. Continue to document absences in DC STARS the same day the student is absent so that Connect-Ed calls continue to go home.	Teacher	
7. Track student’s progress on next steps identified in truancy conference. Follow up with programs/resources identified for support during Truancy Conference (i.e. mentors, after-school programs, etc.) to see if student is participating.	Attendance Counselor, Attendance Committee Member(s)	Attendance Intervention Conference Report

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<b>Day 10 (school has maxed out resources)</b>		
<i>Educational Center, elementary and middle school student (ages 5 – 13):</i>		
8. If <u>all</u> interventions listed above have been executed and documented in STARS, Attendance Specialist and attendance counselor will decide whether to refer child to the Child and Family Services Agency (CFSA) at 671-SAFE.	Attendance Counselor, Attendance Specialist	
9. If the attendance counselor and attendance specialist determine that a referral to CFSA is not appropriate for the case, the child is referred to the school’s Attendance Committee, which reviews the student’s progress and revises the Attendance Intervention Plan.	Attendance Counselor, Attendance Committee	Attendance Intervention Follow-up
<i>High school students (ages 14 and up):</i>		
10. Attendance counselor refers student to Attendance Committee. The committee meets to review student’s progress and revise the Attendance Intervention Plan.	Attendance Counselor, Attendance Committee	Attendance Intervention Follow-up
<b>Days 11-14</b>		
11. Continue to document absences in DC STARS the same day the student is absent so that Connect-Ed calls continue to go home.	Teacher	
12. Track student’s progress on Attendance Intervention Plan. Follow up with programs/resources identified for support in Step 4 (i.e. mentors, after-school programs, etc.)	Attendance Counselor /Attendance Committee Member(s)	
<b>Day 25</b>		
13. If all interventions have been executed and documented in DC STARS, attendance counselor will refer student/family to Court Social Services in conjunction with Attendance Specialist.	Attendance Counselor, Attendance Specialist	Court Referral and all supporting documentation

**Protocol for MPD Dropoffs**

1. Student goes to designated office to sign in.
2. Attendance counselor documents time of entry.
3. Staff person contacts student’s parent/guardian to inform them that student has arrived at school after being picked up by MPD for skipping school
4. Staff convenes **Truancy Conference** with parent.
5. Staff person documents the call and meeting in DC STARS.