

Truancy Action Procedure

Weber School District Policy 4172

Identification

Step
1

- School personnel shall identify school-age children who have attendance problems
- Make efforts to resolve the problem
- Use truancy interventions (see list on Student Services webpage)
- Contact parents
- Work with the student and enlist help of school personnel
- Document all communication and interventions on student tracker

Step
2

Consequences

- A school administrator or designee may impose consequences on a school-age minor who is truant.
- See list of possible consequences on Student Services webpage
- Document all communication and interventions on student tracker

If student is truant 5 or more times, action will vary according to student's age. Students 12 or 13 years old may fit either category:

Category 1

For school-age minors 12 and older

Category 2

For school-age minors under 14

Step
3

Notice of Truancy

- Administrator/designee may issue a Notice of Truancy to student
- Serve a copy to parents in person or by mail

Compulsory Education Violation Notice

- Administrator/designee may issue a notice of Compulsory Education Violation to parents
- Notify in person or by certified mail

Step
4

Habitual Truant Citation

- If student has been truant 10 times during the school year or;
- if after receiving the Notice of Truancy the student has failed to cooperate with school officials to resolve the truancy problem
- Refer to District Coordinator to issue Habitual Truant Citation for court action
- Notify Parents

Court Referral

- If student is truant an additional 5 times during the school year or;
- Parents fail to cooperate with school authorities to resolve truancy problem
- Refer to District Coordinator for referral to the County Attorney
- Notify parents