



Neenah Joint School District

Attendance/Truancy Plan

Developed by:

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Approved by the Board of Education on 5/19/15
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This document provides additional detail to district policy #5200: Attendance; and should be read in conjunction with this policy.

Attendance

1. The compulsory school attendance law requires any person having children under their control between the ages of 6 and 18 to cause those children to attend school regularly. [118.15(1)(a)]
 - a. State law also requires the parent or guardian of a child who has been enrolled in a 5-year-old kindergarten class to cause the child to attend school regularly until the end of the school term. [118.15(1)(am)]
2. Each building has an administrator who has been designated as that school's Attendance Officer by the District Administrator.

Absences

An absence is defined as *not being present for 10 or more minutes*, regardless of when in the school day it occurs. At the elementary (preK-5) level, an absence is defined as *not being present for 10 or more minutes of instructional time*, regardless of when in the school day it occurs.

Excused Absences

A student shall be coded with an excused absence from school for the following reasons when prior notice is provided to the school's Attendance Office:

1. Children can be excused by their parent/guardian, for any reason, for *up to ten days a year*. Students are required to make up any work missed during the absence [118.15(3)(c)]. Excused absences include but are not limited to the following:
 - a. Student illness.
 - b. Appointments that cannot be scheduled outside of the school day.
 - c. A court appearance or other legal procedure that requires the student's presence.
 - d. A death in the immediate family or funerals for relatives or close friends.
 - e. Religious instruction or holidays.
 - f. Attendance at special events of educational value such as college visits, job fairs, etc.
2. Evidence that the student is temporarily not in proper physical or mental condition to attend school. When such an absence is expected to be for several days, the parent is expected to obtain a written statement from a physician, dentist, chiropractor, optometrist, or psychologist, or Christian Science practitioner residing in the state and listed in the Christian Science Journal as proof of the physical or mental condition of the student.

- a. Such an excuse shall be in writing and shall state the period of time, which shall not exceed 30 days. Absences beyond 30 days require another written statement.
 - b. This form is available in this plan's appendices, in each Attendance Office, and is also available on the district's web site under the resources for parents.
3. Religious instruction (see Policy 5223)
 - a. The Board shall permit students, with prior written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school.
 - b. A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction.
4. The observance of a religious holiday consistent with the student's creed or belief.
5. The student is serving a suspension or expulsion.
6. Approved school activities during class time.
7. The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
8. The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.
9. The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

The school attendance officer or designee is authorized to consider approving the following as excused absences, without prior consent:

1. Any of the absences listed in #3 above, provided that the parents provide an acceptable excuse within 48 hours of the absence.
2. An emergency in the family or other crisis that requires the absence of the student because of family responsibilities.
3. A quarantine imposed by a public health officer or Board of Education's Communicable Disease Policy.
4. A student who serves as an election official if the student has a grade point average of 3.0 or higher.

5. Special circumstances that show good cause and which are approved by the school attendance officer or designee.

Tardies

1. In the Neenah Joint School District, a tardy is defined as *being late to school or class (for any period) any amount of time less than 10 minutes.*
2. Guidelines and criteria previously described for determining if an absence is excused or unexcused, apply to students who are tardy. A determination as to the classification of a tardy is the responsibility of the school attendance officer or designee. A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent/guardian. If it appears that the student is negligent with being at school/class on time, appropriate disciplinary action shall be taken.
3. Depending upon the frequency and amount of school missed, tardiness may be classified as an unexcused absence and therefore reportable as truancy or habitual truancy.

Truancy (Unexcused Absence)

1. A truant is a student who is *absent from school without notification of an acceptable excuse to the Attendance Officer or designated office personnel for any part or all of any day* on which school is held during a semester.
2. In the Neenah Joint School District, "part of a day" is defined as:
 - a. *10 or more minutes per period during the district-defined school day for grades 6-12; and*
 - b. *10 or more minutes of instructional time per school day at the elementary level.*
3. A habitual truant is a student who is absent from school without an acceptable excuse for *part or all of five or more days* on which school is held during a semester. [118.16(1)(a)]

Make-up Course Work and Examinations

1. Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school; with the exception of an expelled student.
2. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up.
3. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours.

4. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Attendance/Truancy Procedures

1. Teachers will take attendance every day.
 - a. At the elementary level, attendance is taken once a day, first thing in the morning. Departures from school that occur after attendance has been taken shall also be recorded.
 - b. At the secondary level, attendance is taken every period/mod.
2. From the teacher reports, the attendance clerks will create absentee reports, which will be disseminated to all appropriate school personnel.
3. Parents/guardians will be notified of their child's absences if at all possible on the same day, but no later than the end of the second school day after the office receives a report of an unexcused absence. This notice will:
 - a. First be attempted by phone; and be considered made if the parent is directly reached, or a voicemail message can be left.
 - b. Be made by mail (letter or postcard) if the phone attempt does not work.
 - c. Direct the parent or guardian to return the child to school or to provide an excuse as listed above under Absences no later than the next day on which school is in session.
4. Documentation of such notifications will be electronically maintained within each student's record in the district's student management system (SMS).
5. The district does not require any additional notifications for truancy other than what is listed above. However, in the spirit of being proactive, school attendance officers may choose to send "letters of concern" when a student is accumulating a number of absences and/or tardies. These letters are intended to alert the parent to the accumulation of absences/tardies, provide an opportunity for home and school to discuss the impact of these absences/tardies, and collaboratively problem-solve how to keep the student successful in school.

Habitual Truancy Procedures

1. Schools shall notify the parent or guardian by first class, registered, or certified mail when a child becomes a habitual truant. The school attendance officer may simultaneously notify the parent or guardian of the habitually truant child by an electronic communication. The notice must include:
 - a. A statement of the parent's responsibility to cause their child to attend school.
 - b. A statement that the parent, guardian, or student may request program or curriculum modifications for the student under State

- law; and that the student may be eligible for enrollment in a program for children at risk.
- c. A request that the parents meet with school officials to discuss the truancy. The school must schedule this meeting with the parents within five school days of when the notice is sent. If the parent or guardian requests to reschedule the meeting, the date for the meeting may be extended an additional 5 school days.
 - d. The name of the school administrator with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place.
 - e. A statement of the penalties that can be issued to the parents for failing to cause their child to attend school.
2. Before any proceeding can be brought against a student for being habitually truant (whether it be in the municipal court or circuit court systems) or against the parents for failing to cause a child to attend school regularly, the school must provide evidence that the following steps have been taken. These steps must be taken within the school year during which the truancy occurred.
- a. School staff have met with or attempted to meet with the parent or guardian to discuss the truancy.
 - b. The school has provided an opportunity for educational counseling to determine whether a change in the child's curriculum would resolve the truancy.
 - c. The school has evaluated the child to determine whether learning problems may be a cause of the truancy. The evaluation is not necessary if tests administered within the previous year show the child to be functioning at grade level. If a learning problem has been identified, the school must have taken steps to address before proceeding through court.
 - d. The school has conducted an evaluation to see whether social problems are a cause of the truancy. If social problems are identified, educational counseling services will be offered.
 - i. In some situations, the family may also be referred to other community agency resources at the family's expense.
3. The school is not required to complete the activities of #2 above if they can provide evidence that they were unable to carry out the activities due to the child's absence from school. (118.16(5m))
4. Once the school has completed the responsibilities in #1 & 2 above and the student continues to be truant, a truancy referral may be submitted to the Winnebago County Department of Human Services - Juvenile Intake Office.
- a. It is important to note that truancy referrals are not submitted on all habitual truants. School officials assess each case and determine

the most appropriate way to address the truancy problem. This does not always include a truancy referral. Other options are considered and may be pursued.

5. In certain cases when it is determined by school personnel that the parent or guardian is contributing to the truancy of the child, a referral may be made for prosecution of the parent or guardian in the Winnebago County Circuit Court, as described in Wis. Stats. §118.15.
6. If evidence is provided by the school that the activities under 118.16(5) have been completed or were not required to be completed, the municipal court may exercise jurisdiction regardless of the juvenile's age. 938.17(2)(a)1

Other Plan Requirements

1. Methods to increase and maintain public awareness of and involvement in responding to truancy within the School District (§118.62(4)(c)).
 - a. Winnebago County has established a standing Bridges committee that meets 3-4 times a school year and is focused on reducing truancy in the northern county districts. Attendees typically include district administrators and pupil services staff, County Human Services workers, and a representative of the District Attorney's office.
 - b. Articles and information related to attendance and truancy in district and building newsletters.
 - c. District policies are published on the district's website.
 - d. District procedures and expectations for attendance and truancy are listed in student and parent handbooks.
2. The immediate response to be made by school personnel when a truant child is returned to school (§118.162(4)(d)).
 - a. A meeting will be offered to or held with the parent or guardian or adult student to comply with §118.16(5)(a).
 - b. Every possible attempt will be made by the school district to eliminate the barriers to the student's education and his/her engagement with the school. Options would include but not be limited to:
 - i. Learning Support Team (LST) meeting,
 - ii. Alter student schedule
 - iii. Provide educational counseling
 - iv. Facilitate referral to outside agencies (w/ parental consent)
 - v. Engage county social worker if one is assigned to the student
3. The types of truancy cases to be referred to the District Attorney for the filing of information under §938.24 or prosecution under §118.15(5) and the time periods within which the District Attorney will respond to take action on the referrals (§118.162(4)(e)).

- a. Where appropriate, the school district will refer *habitual truancy* cases to the Winnebago County Department of Human Services Juvenile Intake Office pursuant to §938.24 after the school has completed the requirements under §118.15(5). An intake worker reviews the referral and decides initially how to best address the situation.
 - b. The school district will use forms as directed by the Winnebago County Department of Human Services Juvenile Intake Office and the Winnebago County District Attorney's Office. This will ensure that the necessary information for successful prosecution of the case is provided to the District Attorney's Office.
4. Plans and procedures to coordinate the responses to the problems of habitual truancy, as defined under 118.16(1)(a), with public and private social service agencies (§118.162(4)(f)).
 - a. The Winnebago County Department of Human Services and the schools of Winnebago County are working cooperatively to address school truancy. Winnebago County's Bridges Program and Truancy Intervention Program have been created to address truancy in the county. School officials, Winnebago County Department of Human Services workers, police officers, health care professionals, and other community resources meet quarterly to discuss the situation and to plan how to address the problem.
 - b. The Winnebago County Department of Human Services is responsible to address all habitual truancy referrals received from the Winnebago County school districts. This is done in accordance with and in compliance with Chapters 938 and 118 of the Wisconsin Statutes. The Winnebago County Department of Human Services has established procedures to respond to habitual truancy referrals and to service and supervise habitual truants.
 - c. After completing all of the requirements under 118.16(5) the schools may submit a truancy referral to the Winnebago County Department of Human Services Juvenile Intake Office. Once a referral is received in the Juvenile Intake office, an intake worker will be assigned to assess the situation and to make an appropriate intake decision.
5. Methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem (§118.162(4)(g)).
 - a. The school district's goal is to increase student engagement. Engagement increases attendance and academic success. To accomplish this, there must be a collaborative relationship between the school and the parents/guardians of the students. Parental involvement in solving a child's truancy problems is critical. That involvement may include weekly checks with the school to make

sure the child is attending school as required as well as doing the work and avoiding behavior problems, all of which are important elements in the child's educational success.

- b. All parents have access to the parent portal of the district's student management system. This allows them to continuously monitor their child's attendance.

APPENDICES

Sample Written Notice of Student Absence

- Required only when a direct contact via personal contact or phone could not be made. The leaving of a voicemail message counts as a direct contact.
- To be sent each day of an unexcused absence.
- Accompanying “Explanation of Responsibilities, Rights, and Penalties” are to be included or printed on back of letter.

Sample Letter of Concern

- Not required; but may be used by schools to express concern regarding an accumulation of absences.
- Accompanying “Explanation of Responsibilities, Rights, and Penalties” should be included or printed on back of letter.

Medical Absence Verification Request

- Highly recommended to be used by the parent when:
 - their child is approaching the maximum number of parent-excused absences (10), along with a pattern of absences for medical reasons; or
 - their child has been out for ten or more days, and additional absences are for medical/health-related reasons.
- Building administrator may choose to send to parent as a reminder

Habitual Truancy Notice

- Required whenever a student has accumulated 5 unexcused absences.
- Sent by first class, registered or certified mail.
- Accompanying “Explanation of Responsibilities, Rights, and Penalties” are to be included or printed on back of letter.

Materials for Truancy Meeting

- Sample Agenda for Truancy Meeting
- Parent Handout: Court Disposition for Truancy Violations

Official Truancy Action Forms

- Court Referral – Child/Juvenile
- Juvenile Intake Letter
- Winnebago County Truancy Referral

Notice of Student Absence
{School Name}
{Address}
Neenah, WI 54956
{Phone Number}

Date _____

To the Parent/Guardian of _____ **DOB:** _____

In accordance with the laws of Wisconsin, State Statutes 118.16(5), we are informing you that your child was truant. In the Neenah Joint School District, being truant is defined as: a student who is absent from school without notification of an acceptable excuse to the Attendance Officer or designated office personnel for any part or all of any day on which school is held during a semester. "Any part of a day" is defined as 10 or more minutes per class period grades 6-12, and any 10 minutes after school has begun at the elementary level.

According to our records, on _____, your child was absent from school. The school was unable to reach you by phone; therefore, the absence is listed as **UNEXCUSED**. Please contact the office at _____ within 24 hours to verify the reason for the absence. It is also expected that your child will return to school the very next day; or that you will provide an acceptable excuse for your child's absence.

Notes:

1. Five unexcused absences will require a meeting with school administration to discuss and make a determination regarding the potential of habitual truancy.
2. Parents are able to excuse their child, before an absence, for up to ten days in a school year, in accordance with the district defined acceptable absences.
3. If your child is attending our schools under open enrollment, open enrollment status can be revoked for the next school semester or year when students are identified as habitually truant. [118.51(5)(a)3.]

School Administrator

Note: Excerpts from the Wisconsin State Statutes regarding Compulsory Attendance (118.15) and Truancy (118.16) are printed on the reverse side of this notice for your information.

Explanation of Responsibilities, Rights, and Penalties Relating to State Statutes

The compulsory school attendance law [Wis. Stats. §118.15(1)(a)] requires that:

“...any person having under control a child who is between the ages of 6 and 18 years (or for a child who has been enrolled in a 5-year-old kindergarten program) shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.”

You, as a parent, guardian, or child (if over age 18), may request program or curriculum modifications if you feel the need to do so. Further, you may also wish to review eligibility for enrollment in a program for children at risk as we discuss alternatives that may assist improved attendance.

Please also be informed that if after evidence has been provided that: (1) the activities under W.S. 118.16(5) have been completed as set forth above and in the letter on the reverse side and (2) an evaluation has determined if learning or social problems may be the cause of your child's truancy with appropriate action having been taken, the school attendance officer may file information on any child who continues to be truant with Winnebago County Circuit Court under Ch. 938 in accordance with §938.24. Filing information on a child under this subsection also allows concurrent prosecution of the child's parent or guardian under §118.15(5). The penalties for violating this section include a fine of not more than \$500 or imprisonment of not more than 30 days or both. By working with us to resolve this matter, such action will not be necessary.

Attendance Letter of Concern

{School Name}

{Address}

Neenah, WI 54956

{Phone Number}

Date: _____

To the Parent/Guardian of: _____

D.O.B. _____

I am writing to you about a concern the school has with _____'s school attendance. The school has noticed that _____ has missed _____ days of school since the start of the _____ school year. The _____ absences have been mainly due _____.

As I am sure you know, regular school attendance is a critical factor in student achievement and in fostering appropriate work habits. We believe that frequent absences can affect a child's success at school. We would like to see _____ have fewer absences from school for the remainder of the current school year. If the frequent absences continue and have not been excused by a physician, the school may be sending notice requiring a medical excuse for any future absences.

The school would like to work with you to make your child's educational experience a positive and successful one. Please feel free to contact me at ___-___ x ___ if you have any questions.

Sincerely,

Principal

Note: Excerpts from the Wisconsin State Statutes regarding Compulsory Attendance (118.15) and Truancy (118.16) are printed on the reverse side of this notice for your information.

cc: Attendance and Health Administrative Assistant
School Counselor
Classroom Teacher

**Explanation of Responsibilities, Rights, and Penalties
Relating to State Statutes**

The compulsory school attendance law [Wis. Stats. §118.15(1)(a)] requires that:

“...any person having under control a child who is between the ages of 6 and 18 years (or for a child who has been enrolled in a 5-year-old kindergarten program) shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.”

You, as a parent, guardian, or child (if over age 18), may request program or curriculum modifications if you feel the need to do so. Further, you may also wish to review eligibility for enrollment in a program for children at risk as we discuss alternatives that may assist improved attendance.

Please also be informed that if after evidence has been provided that: (1) the activities under W.S. 118.16(5) have been completed as set forth above and in the letter on the reverse side and (2) an evaluation has determined if learning or social problems may be the cause of your child’s truancy with appropriate action having been taken, the school attendance officer may file information on any child who continues to be truant with Winnebago County Circuit Court under Ch. 938 in accordance with §938.24. Filing information on a child under this subsection also allows concurrent prosecution of the child’s parent or guardian under §118.15(5). The penalties for violating this section include a fine of not more than \$500 or imprisonment of not more than 30 days or both. By working with us to resolve this matter, such action will not be necessary.

Medical Absence Verification Request



Date _____

Student Name: _____

DOB: _____

To Parent(s) and Medical Providers -

The Neenah Joint School District believes that it is critically important for all students to be in attendance every day in order to maximize the learning opportunity. Even small disruptions to a student's learning routine can have a big impact on the continuity of academic development. At the same time, we recognize that there will be times when a student will need to miss school due to things such as an illness or some form of family emergency.

In the state of Wisconsin, parents are allowed to excuse their child from school for only ten days in a school year (118.15(3)(c)). The district's Attendance/Tuancy Plan outlines the acceptable reasons for such absences. It is also important to note here that it only takes five unexcused absences for a student to be considered a habitual truant (118.16(1)(a)). Habitual truancy status can result in a referral for municipal citation and/or county prosecution.

We also recognize that there are unfortunate situations where students may be suffering from a continuous or intermittent prolonged illness that will result in the student missing more than ten days in a year. State statute does allow certain healthcare providers to excuse a student from school:

118.15(3)(a) - The school attendance officer may request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, psychologist, physician assistant, or nurse practitioner, as defined in s.255.06 (1) (d), or certified advanced practice nurse prescriber or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, as sufficient proof of the physical or mental condition of the child. **An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days.**

In order to have student absences excused by a healthcare provider, the parent would need to sign below, have the bottom portion completed by an appropriately licensed healthcare provider, and return the form to the child's school building administrator.

As the parent/guardian of the above-named student, my signature here grants my consent for the district to contact by phone or email the healthcare provider listed below for the purpose of verifying my child's medically excused absences; and to discuss (if any) ongoing health issues that will continue to impact my child's ability to attend school.

Parent Signature _____ Date _____

To Be Completed by Healthcare Provider

If excusing previous absence(s) for medical reasons, please list date(s) here: _____

If excusing future absence(s) for medical reasons, please list date(s) here, not to exceed a total of 30 days: _____

Please provide a basic description of the nature of the illness and how this has or will prevent this student from attending school:

As an appropriately licensed healthcare provider, my signature below verifies that I have seen and/or treated this child for the above-referenced illness/condition; and that this child was/is not fit to attend school on the days listed above.

Licensed Healthcare Provider Signature _____ Date _____

**Explanation of Responsibilities, Rights, and Penalties
Relating to State Statutes**

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“...any person having under control a child who is between the ages of 6 and 18 years (or for a child who has been enrolled in a 5-year-old kindergarten program) shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.”

You, as a parent, guardian, or child (if over age 18), may request program or curriculum modifications if you feel the need to do so. Further, you may also wish to review eligibility for enrollment in a program for children at risk as we discuss alternatives that may assist improved attendance.

Please also be informed that if after evidence has been provided that: (1) the activities under W.S. 118.16(5) have been completed as set forth above and in the letter on the reverse side and (2) an evaluation has determined if learning or social problems may be the cause of your child’s truancy with appropriate action having been taken, the school attendance officer may file information on any child who continues to be truant with Winnebago County Circuit Court under Ch. 938 in accordance with §938.24. Filing information on a child under this subsection also allows concurrent prosecution of the child’s parent or guardian under §118.15(5). The penalties for violating this section include a fine of not more than \$500 or imprisonment of not more than 30 days or both. By working with us to resolve this matter, such action will not be necessary.

Habitual Truancy Notice

{School Name}

{Address}

Neenah, WI 54956

{Phone Number}

Date

To the Parent/Guardian of: _____ **DOB:** _____

I am writing to ask that you attend a meeting to discuss the school attendance record of your child. It is our responsibility to inform you that s/he has become a habitual truant as defined in Wisconsin Statute 118.16(1)(a). That is, s/he has been absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

We ask that you meet with us as follows:

Date: _____ Time: _____

Location: _____

Staff planning to attend: _____

If this time is not convenient for you, please contact me at _____ x _____ as soon as possible to arrange an alternative meeting time. It is important that we meet within 72 hours to address this matter.

Please know that lack of attendance is the single most frequent cause of failure in school. Please attend this meeting so that we can work together to improve your child's school attendance.

Sincerely,

School Administrator

Note: Excerpts from the Wisconsin State Statutes regarding Compulsory Attendance (118.15) and Truancy (118.16) are printed on the reverse side of this notice for your information.

Cc: Student Cumulative Record, Classroom Teacher

**Explanation of Responsibilities, Rights, and Penalties
Relating to State Statutes**

The compulsory school attendance law [Wis. Stats. §118.15(1)(a)] requires that:

“...any person having under control a child who is between the ages of 6 and 18 years (or for a child who has been enrolled in a 5-year-old kindergarten program) shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.”

You, as a parent, guardian, or child (if over age 18), may request program or curriculum modifications if you feel the need to do so. Further, you may also wish to review eligibility for enrollment in a program for children at risk as we discuss alternatives that may assist improved attendance.

Please also be informed that if after evidence has been provided that: (1) the activities under W.S. 118.16(5) have been completed as set forth above and in the letter on the reverse side and (2) an evaluation has determined if learning or social problems may be the cause of your child’s truancy with appropriate action having been taken, the school attendance officer may file information on any child who continues to be truant with Winnebago County Circuit Court under Ch. 938 in accordance with §938.24. Filing information on a child under this subsection also allows concurrent prosecution of the child’s parent or guardian under §118.15(5). The penalties for violating this section include a fine of not more than \$500 or imprisonment of not more than 30 days or both. By working with us to resolve this matter, such action will not be necessary.

COURT DISPOSITIONS FOR TRUANCY VIOLATIONS

If your son or daughter is found to be in need of protection and/or services due to school truancy, the judge shall impose one or more of the following decisions under Wisconsin State Statutes 938.342 and 938.345.

1. Order the juvenile to attend school.
2. Order the juvenile's parent, guardian or legal custodian to attend school with the juvenile.
3. Suspend the juvenile's operating privilege for not less than 30 days nor more than 1 year. If the juvenile is determined to be a school drop-out, the court shall order suspension of operating privilege until age 18.
4. Order the juvenile to participate in counseling, a supervised work program or other community service work. Cost may be assessed against the juvenile, the juvenile's parents or guardian, or both.
5. Order the juvenile to remain at home – except when attending religious worship, a school program or with parents.
6. Order that the juvenile be placed in an alternative school program.
7. Order revocation of the juvenile's work permit.
8. Place the juvenile in a Teen Court Program.
9. Order the juvenile's parent, guardian or legal custodian to participate in counseling at their expense.
10. Counsel juvenile and/or parents.
11. Place the juvenile under supervision with court ordered conditions.
12. Place the juvenile in Volunteers in Probation Program.
13. Order the juvenile to participate in an Intensive Supervision Program.
14. Place the juvenile outside the home in a foster home, group home, residential treatment center, an independent living situation (17 year olds only), the home of a relative, or an unlicensed home (30 days max).
15. Order monitoring by an electronic monitoring system.
16. Transfer legal custody to a relative of the juvenile a county agency, or a licensed child welfare agency.
17. Order that parents provide needed special care and treatment as identified by physical, psychological, mental or developmental examination.
18. Order that an integrated service plan be developed and implemented.
19. Order out-patient alcohol or drug treatment or participation in an AODA education program.
20. Order that the juvenile submit to drug testing.
21. Order the juvenile to participate in a wilderness challenge program or some other experiential education program.
22. Order the juvenile to report to a youth report center.
23. Order the juvenile to participate in a juvenile offender education program.
24. Order that the juvenile complete a vocational assessment, counseling, and training.
25. Transfer juveniles to a foreign country in which they are a citizen.
26. Order a forfeiture of not more than \$500 plus costs. The forfeiture may be assessed against the juvenile, the juvenile's parents or guardians, or both.
27. Order any other reasonable conditions, including a curfew, restrictions as to going to or remaining on specified premises, and restrictions on associating with other juveniles or adults.
28. Stay the original order contingent on the juvenile's satisfactory compliance with set conditions.

1. Intake Case Number		Court Referral - Child/Juvenile (Non-Law Enforcement Referral)			2. Court Case Number	
3. Child's/Juvenile's Name (Last, First, Middle)			4. Alias/Nickname	5. Age	6. Date of Birth	7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
8. Child's/Juvenile's Street Address		City	State	Zip Code	9. County of Residence	10. Race 1. White 3. Asian 5. Other 2. Black 4. Indian
11. Home Telephone	12. School Attended/Place of Employment				13. Grade/Occupation	
14. Legal Father's Name		Address		Marital Status	T E L E P H O N E	Work: _____ Home: _____
15. Legal Mother's Name		Address		Marital Status		Work: _____ Home: _____
16. Guardian/Legal Custodian/Supervising Agency		Address		Marital Status		Work: _____ Home: _____

17. Name of Referring Agency		Address		18. Telephone Number	
19. Prior Record with Referring Agency: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe manner of handling: <input type="checkbox"/> Additional information attached.				20. Name of Referring Person	
21. Reason(s) for Referral: Statute Number(s): _____ Describe Allegation(s): <input type="checkbox"/> Additional information attached.					

INTAKE INQUIRY RECOMMENDATION				22. Date Received	
23. Interview Date and Time:		24. Present at Interview:			
25. Custody Authorization: <input type="checkbox"/> Released <input type="checkbox"/> Detained Date: _____ Time: _____ <input type="checkbox"/> Nonsecure: _____ <input type="checkbox"/> Secure: _____			26. Prior Referrals to Intake: <input type="checkbox"/> No <input type="checkbox"/> Yes How Many? _____		
27. Intake Recommendation - Check all appropriate boxes.					
A. Case Closed <input type="checkbox"/> Dismissed - lacks jurisdiction <input type="checkbox"/> Counseled <input type="checkbox"/> Referred to Other County <input type="checkbox"/> Other: (Specify) _____		B. Deferred Prosecution/Informal Disposition Agreement Expires: _____ <input type="checkbox"/> Supervised Work Program: _____ hrs. <input type="checkbox"/> Informal Supervision <input type="checkbox"/> Other: (Specify) _____		C. Formal Petition Requested <input type="checkbox"/> In Need of Protection/Services under ch. 48 <input type="checkbox"/> In Need of Protection/Services under ch. 938	
28. Comments:					
29. Name of Intake Worker/Agency		30. Signature		31. Telephone	
				32. Date Recommended	

{School Name}
{Address}
Neenah, WI 54956
{Phone Number}

August 24, 2016

Juvenile Intake
220 Washington Avenue
Oshkosh, WI 54901

Enclosed are two copies of a truancy referral for _____ (Student), DOB: _____.

Please retain one copy of the truancy referral for processing by your office and submit one copy of the referral to the District Attorney's office.

Please call me if you would like more information or if I can be of any assistance to you.

School Administrator

WINNEBAGO COUNTY TRUANCY REFERRAL

Date:

Winnebago County Department of Human Services
Juvenile Court Intake Office
PO Box 2187
Oshkosh, WI 54903-2187

RE: _____

DOB: _____

It is the belief of _____ (School) that the above named student meets the statutory requirements to be considered habitually truant from school. As documented in the attached copy of the student's attendance profile, the student has been absent from school without an acceptable excuse for part or all of five or more days of which school is held during a semester. The total number of days in which the student missed at least one class during the semester without an acceptable excuse is _____.

The following information is offered as evidence that the _____ (School) has during the school year in which the truancy occurred taken all of the required action under s.118.16 section (5) (A-D).

(A) _____ (School Representative) notified _____, parents/guardian of _____ (Student's) habitual truancy by registered, certified or first class mail on _____(Date). A meeting was scheduled for _____. (Date) to discuss the student's truancy with the parents/guardian. This meeting was scheduled within five school days of when the letter was sent. The parent/guardian:
_____ Attended the meeting,
_____ rescheduled/attended within ten school days,
_____ refused to attend,
_____ failed to appear.

(B) Provided an opportunity for educational counseling to determine whether a change in the student's curriculum would resolve the truancy and have considered curriculum modifications under s.118.15(1)(d):

1. Modifications within current academic programs.

2. School work training or work study program.

3. Enrollment in an alternative public school or program located in the school district in which the child resides.

4. Enrollment in a private school or program.

5. Homebound study.

6. Enrollment in a public educational program located outside the district where the child resides.

(C) _____ (School Representative) evaluated the student to determine if learning problems may be a cause of the truancy. The evaluation was completed by _____ testing the student, _____ reviewing school records. Tests administered including names and dates:

It is the opinion of the school representative that the student _____ does, _____ does not have learning problems that are affecting school attendance. Steps taken or being taken to overcome the learning problem include:

(D) _____ (School Representative) conducted an evaluation to determine whether social problems may be a cause of the student's truancy. The evaluation was completed by:

- _____ interviewing the student,
- _____ observing the student,
- _____ interviewing the parents/guardians,
- _____ interviewing teachers/school staff.

It is the opinion of the school representative that the student _____ does, _____ does not have social problems that are affecting school attendance. Steps taken or being taken to overcome the social problems include:

Under s.118.16(5m), efforts were made by the school representatives to meet the requirements in (B), (C) and (D), but were unable to be carried out because of the student's excessive absences from school.

As specified in s.118.16(2)©, the _____ (School) attendance office has notified the parent/guardian of the student's truancy within two days of each unexcused absence. Notice has been made by personal contact, by phone or by letter, and a written record has been kept of these contacts.

It is recommended that this referral _____ be handled at the Intake level, _____ be petitioned to court, _____ be addressed by issuing a municipal citation.

Sincerely,