



Char-Em ISD Truancy Documentation Checklist

Powerschool Documents

- Demographics page (include all parents)
- Quick look-up report
- Attendance records (include copies from other school(s) within our district, if a student transferred during the school year)
- Registration: Is student online or in-person?

Written Notification to Parents

- Copy of 5-day Written Notification to Parent
- Copy of 10-day Written Notification to Parent (notice of referral to outside agency or third party to resolve absenteeism)
- Notification Letter to Parent - Forwarding for Truancy Petition

Schools - Parent/Student Contact Log (dates, times, notes)

- Phone calls
- Emails
- List of dates the counselor, school social worker, or school attendance officer discussed attendance with the student and an explanation of any action taken, including an attendance action plan, if developed.
- List of dates when school/parent meetings were scheduled and/or held regarding student's attendance and explanation of any action taken, including an attendance action plan, if developed.
- Documentation of third-party mediation (e.g. School Resource Officer, Char-Em ISD's Truancy Officer, Alcona Health Counselors).

Attendance Officers - Parent/Student Contact Log (dates, times, notes)

- Phone calls
- Emails

RETURN THIS FORM AND REQUIRED DOCUMENTS ELECTRONICALLY TO:

Tory Thrush, Char-Em ISD Attendance Officer, at thrusht@charemisd.org

or your school's Law Enforcement Liaison Officer.