



Student Support Services  
**Truancy Petition Checklist**

Student Name: \_\_\_\_\_

Student I.D.: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Provide copies of:

- Truancy Intervention Documentation Form (*Middle/High School*) or Truancy Affidavit for Parental Prosecution Form (*Elementary School*)
- Birth Certificate or Other Form of Verification
- Entry/Withdrawal Screen (*include only if student transferred schools within the school year*)
- Student's Attendance History for the current school year  
Date Range School Used to count 90 days for Truancy \_\_\_\_\_ to \_\_\_\_\_  
*beginning date ending date*
  - Include copies from other school(s) within our District, if student transferred during the school year.
- Notification Letter to Parent for Violation of Compulsory Attendance Laws
- Five (5) Day Absence Letter- Notice for Child to Attend School (*dated & signed*)
- Parent Notice of EPT Meeting #1 (STU-122-005)
- Educational Planning Team #1 Recommendation (STU-2324-008) and Student Attendance Plan (STU-2324-011)
  - Include copies of all documents provided or discussed with the parent at the meeting or mailed to the parent after the meeting (i.e., SARB Overview, referral to outside agency, etc.)
- Ten (10) Day Absence Letter - Notice to for Child to Attend School (*dated & signed*)
- Parent Notice of EPT Meeting #2 (STU-122-005)
- Educational Planning Team #2 Recommendation (STU-2324-008) and Student Attendance Plan (STU-2324-011)
  - Include copies of all documents provided or discussed with the parent at the meeting or mailed to the parent after the meeting (i.e., SARB Overview, referral to outside agency, etc.)
- School's Parent/Guardian Contact Log
  - Include copies of email communications with parent(s), if any.
- Attendance Officer's Parent/Guardian Contact Log
  - Include copies of email communications with parent, if any.
- SARB Documentation:
  - SARB Introduction Form (completed by School and forwarded to District office)
  - SARB Documentation Form (completed by School and District staff)
  - Documentation Regarding Contact/Meetings with Parent(s) and District Staff
  - Invitation to SARB Letter to Parent (completed by District staff)
  - SARB Recommendations (Include Consent form and any follow-up review documentation)
- Notification Letter to Parent- Forwarding for Truancy Petition