

## Tier 2 Truancy Contract

On Date, a conference was scheduled between

Parent's Name

and

School Official

regarding Student's Name and his/her attendance, specifically unexcused absences and/or tardies.

From this point forward, the parent agrees to turn in the required documentation within five days of the student's return from the absence. Once the limit of thirty-five hours of parent notes has been reached, each absence will require a note from a doctor or appropriate legal official to be excused. Once a child reaches five unexcused absences, he/she is considered truant and may be referred to juvenile court.

Previous step the child and/or parent agreed to take to avoid further unexcused absences:

Examples include:

- I will make attending school every day a priority.
- I will keep track of my attendance and absences.
- I will set my alarm clock for \_\_\_\_\_ a.m.
- I will attend school every day unless I'm truly sick with a temperature of 100 degrees or more.
- I will find a relative, friend or neighbor who can take me to school if I miss my bus.
- If I am absent, I will contact my teachers to find out what I missed.
- I will ask that my medical and dental appointments be set up for weekdays after school. If I must have a medical appointment during the school day I will try to attend school the majority of the day.
- When I am struggling with a challenge that is keeping me from school I will confide in an adult at school and seek help.

### Steps

Additional steps the child and/or parent agree to take to avoid further unexcused absences:

#### Additional Steps

Steps the school or staff may take to assist the student/parent:

Examples include:

- Meeting with the school counselor
- Meeting with the school nurse prior to absences
- Check-in/Check-out with a mentor

### School Steps

A follow up meeting is scheduled for Next Meeting Date at Time. If the student and parent have met the guidelines, the child will remain in Tier 2 for the remainder of the school year. If the student and parent have not met the guidelines, they will advance to Tier 3 Truancy Interventions. A meeting will be scheduled sooner if the student accumulates another unexcused absence prior to the scheduled meeting date. A student with 5 or more unexcused absences may be referred to Juvenile Court for truancy.

### Meeting Notes

Notes

I understand and agree to the terms and conditions stated above.

\_\_\_\_\_  
Signature of the Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the School Representative

\_\_\_\_\_  
Date