St. Clair County RESA

Referral for RESA Truancy Services

Terry Harrington, Truancy Officer, (810) 455-4146
Email this completed form and documentation to: truancy@sccresa.org

Referral Date: _____

School: _____ Referred by _____

District: _____ Position: _____

Email: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip _____

Student: _____ ☐ Male ☐ Female Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ **Grade:** _____ **Repeating this grade:** ☐ Yes ☐ No

Custodial parent/guardian: _____ Phone: _____

Email: _____

Non-custodial parent/guardian: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Total days: Absent: _____ Medically excused: _____ Suspended: _____ Tardy: _____

Is the student subject to a "plan" that may impact the truancy process? ☐ Yes ☐ No

Describe: _____

The Communication / Contact Log on the next pages must minimally contain answers to the following questions:

1. Who from your building/district has contacted the parent/guardian about attendance?
2. What are the dates/times of that contact?
3. If unable to make contact, describe efforts or attempts?
4. When was a formal letter(s) sent to the parent/guardian? (*Attach copies)*
5. How has the student's absences impacted his/her success at school? *(Such as failing to meet grade level expectations, failing grades, missing assignments, etc.)*
6. What additional supports has the school/district offered/provided to improve attendance?

Provide an up-to-date Student Attendance Detail Report.

***If necessary, attach/submit copies of any other supporting documentation.**

FOR RESA USE Supporting document received: _____ Notice to parent: _____

Notice to parent for hearing: _____ Hearing held: _____ Court/Prosecutor referral: _____

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Communication / Contact Log

Student name: _____ School: _____

Date/Time	Describe the contact or attempt at contact	Who

October 2016

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Communication / Contact Log

Student name: _____ School: _____

Date/Time	Describe the contact or attempt at contact	Who

October 2016