

Truancy Guidance for Enrollment Purposes:

When a student meets the criteria for “Truancy”, school administrative units must maintain the student’s enrollment and also enter the progress into the Truancy tab while the school follows the necessary protocol for truancy. Each incremental step in the process should be documented and dated and the truancy incident must remain open until it reaches a conclusion. There can only be one incident open at a time per student.

In order for a student to be considered truant, one or more of the following must apply:

- Has completed grade 6 and has the equivalent of 10 FULL DAYS of unexcused absences or 7 CONSECUTIVE school days of unexcused absences during a school year.
- Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 FULL DAYS of unexcused absences or 5 CONSECUTIVE school days of unexcused absences during a school year.

Using these definitions, one of 4 truancy types must be selected whenever creating a truancy incident:

- 10 Full Days and completed grade 6
- 7 Consecutive Days and completed grade 6
- 7 Full Days and at least 7 years of age and has NOT completed grade 6
- 5 Consecutive Days and at least 7 years of age and has NOT completed grade 6

Once a student meets the criteria, a Truancy Incident must be entered into Infinite Campus State Edition (ICSE). You would do this by first locating the student from within ICSE and select the Truancy tab.

Navigate to <https://maine.infinitecampus.org/campus/mese.jsp> and log in. If you cannot log in or do not see the truancy tab as indicated below call the MEDMS help desk at 624-6896 for assistance.

The truancy resolution levels are followed sequentially and a date is entered once the specific level has been initiated. The specific truancy resolution steps that must be followed are:

- Truancy Identified
- Designated school personnel to develop an intervention plan to address absences (MRSA 20A 5051A 2A-2)
- Official Parent Notification (MRSA 20A 5051A 2C)
- Parent meeting scheduled (MRSA 20A 5051A 2D)
- Notification to local law enforcement (MRSA 20A 5051A 2E)
- Parents referred to the District Attorney (MRSA 20A 5053 A)
- Pending Court Action

The Truancy Tab is located here:

Student, Sally
Grade: 9 #130127430 DOB: 01/01/1998 Gender: F

Summary Enrollments Flags Assessment Behavior Graduation Records Transfer Accountability **Truancy**

+ New

Truancies

- 2013-2014
 - 09/01/2013 - 01:10 Full Days and completed grade 6 - Maine Department of Education

To create a new truancy incident, click NEW

Truancy Detail

*Start Date

*Truancy Type

End Date

End Status

End Comments

Informal Action

Date Action Taken

Comments

Formal Action

Intervention Plan Developed

Official Parent Notification

Parent Meeting Scheduled

Notification to Local Law Enforcement

Parent Referred to the District Attorney

Pending Court Action

Each new incident must have a Start Date and Truancy Type. The Start Date is NOT the date of data entry but rather the date the student has been deemed truant under the guidelines described above.

Validations in place are:

- The informal action is not required but if entered, there must be a comment entered and the informal date must be >= the Start Date
- All the formal action dates must be followed in sequence and the date entered for each formal action step must be >= the step before. Comments are not required in the formal steps.
- Once a student returns to school, the end date and end status are entered. If an End Date is entered, there must also be an End Status and vice-versa.
- The End Date must be >= the last Informal or Formal Action date.
- Every Truancy incident must be end dated before a new incident can be created for the same student.

End Statuses:

- RESOLVED – use this status once a student has returned to school by either an informal action or a formal action.
- CLOSED – the status is ONLY to be used in the following scenarios:
 - School year ends and truancy incident was not resolved
 - Truancy incident was not resolved by any of the action steps however the student was transferred to another district (in state or out of state)
 - Student is not of Compulsory Attendance age and officially drops out of school (MRSA 20A 5001A 1)
 - Truancy incident was not resolved and the student passed away.

Enrollment Process: (NEW Process)

Once the above truancy resolution levels have been completed - including the parents referred to the District Attorney as per (MRSA 20A 5053 A) - the student enrollment must be ended within ICSE with an End Status 21. You must then immediately create a new enrollment with a Start Status 02, checking the 'No Show' radio box:

The screenshot shows the 'General Enrollment Information' form. Key fields include: Calendar (15-16), Schedule (Main), Grade (10), End Action, End Status, Start Date (09/02/2015), End Date, Start Status (02: Continuous in same school with no interruption), Service Type (Primary), and a 'No Show' checkbox. A red arrow points to the 'No Show' checkbox.

If the student does not return by the end of that school year, an End Status of 21 must be used. The following year a Start Status of 02 and checking the 'No Show' radio box is required. For every 'No Show' enrollment a corresponding Truancy must have been entered; once the truancy criteria has been met.

This process will be continued annually until the student returns; Student is not of Compulsory Attendance age and officially drops out of school; or Truancy incident was not resolved and the student passed away.

For information regarding Truancy:

<http://www.maine.gov/education/tdae/index.htm>

For information regarding enrollments:

<http://www.maine.gov/education/enroll/index.shtml>

Some Examples of Compulsory Aged Students:

Student on a Superintendent agreement becomes truant during the school year

Attending School required to follow the truancy process to end of that school year

And Subsequent year(s) resident District required to follow the Truancy process

High School Student in a District with no High School becomes truant during the school year

Attending High School required to follow the truancy process to the end of that school year

And Subsequent year(s) resident Elementary School (Highest Grade) to follow process

Student is attending a private school becomes truant during the school year (TBD this example to be taken to the data team)

Attending Private School required to follow the truancy process to end of that school year

And Subsequent year(s) resident District required to follow the Truancy process