

Truancy with Enrollment Guidance for All Public, Charter and 60% publically Funded Schools:

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:

The screenshot shows a student profile for Sally. At the top, it says "Student, Sally" with details: Grade: 9, #130127430, DOB: 01/01/1998, Gender: F. Below this is a navigation bar with tabs: Summary, Enrollments, Flags, Assessment, Behavior, Graduation, Records Transfer, Accountability, and Truancy (which is highlighted). Under the Truancy tab, there is a "New" button and a list of truancies. One entry is visible for the 2013-2014 school year, dated 09/01/2013, with a note: "01:10 Full Days and completed grade 6 - Maine Department of Education".

To create a new truancy incident, click NEW

The screenshot shows the "Truancy Detail" form. It has several sections:

- *Start Date:** A date picker field.
- *Truancy Type:** A dropdown menu.
- End Date:** A date picker field.
- End Status:** A dropdown menu.
- End Comments:** A text area.
- Informal Action:** A section with a "Date Action Taken" date picker and a "Comments" text area.
- Formal Action:** A section with a "Date Action Taken" date picker and several checkboxes with corresponding text areas:
 - 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.

Submitting Quarterly Reports:

Under ME State Reporting in ICSE go to Truancy Reports. For the first three quarters, got to Quarterly Truancy Review, for the quarter four you would go to Truancy Certification. For the review quarters no signature is needed. Quarter four must be signed, certified, by superintendent.

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 98. 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), and Service Type (P: Primary). A red arrow points to the 'No Show' radio button, which is currently unchecked.

If the student does not return by the end of that school year, an End Status of 98 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 have 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.

The Maine Department of Education (MDOE) has developed this process to ensure students are accounted for each year while they are of compulsory age of attendance. By collecting and tracking this data, MDOE will be able to better serve each district and school in reengaging students who have not been in attendance in order to support students in their return to the education system.

Examples of Compulsory Aged Students: [\(MRSA 20A 5001A 1\)](#)

-Student on a Superintendent agreement (out of District Placement) becomes truant during the school year

Attending School required to follow the truancy process to end of that school year; notifying resident District of said Truancy.

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 district to place student in 'Special' calendar created by State and to follow process

-Student is attending a 60% publically Funded school becomes truant during the school year

Attending 60% publically Funded School required to follow the truancy process to end of that school year; notifying resident District of said Truancy.

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

-Student is known to have moved to different District, by word of mouth.

Attending School required to follow the truancy process to end of that school year; notifying resident District of said Truancy.

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

***(Note: Until a request for records asked for from the District student moved to)**

Examples of Non-Compulsory Aged Students: [\(MRSA 20A 5001A 2\)](#)

-Student reaches age 17 during the school year while being truant.

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

And Subsequent year(s) District not required to follow the Truancy process

-Student on a Superintendent Agreement reaches age 17 during the school year while being truant.

Attending School required to follow the truancy process to end of that school year;
notifying resident District of said Truancy.

And Subsequent year(s) Resident District not required to follow the Truancy process

*A Superintendent's agreement is an agreement that is binding for that school year and cannot be revoked, during that school year, without both Superintendents agreeing.

***(Note-Students reaching age 17 during that school year maybe exited code 98 at the end of that school year. This student can only be exited as a code 21 if the parent(s), guardian(s) or the student provide a letter of intent to drop out. [\(MRSA 20A 5001A 2B\)](#))**

For information regarding Truancy:

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

For information regarding enrollments:

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