

Truancy

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 yrs of age and has NOT completed grade 6
- 5 Consecutive Days and at least 7 yrs of age and has NOT completed grade 6

Once a student meets the criteria, a Truancy Incident must be entered into Infinite Campus (IC).

You would do this by first locating the student from within IC and select the Truancy tab. If you do not see the truancy tab, select *Student information* from the index tab.

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 the top section of a student profile for 'Student, Sally'. Below the name, it lists 'Grade: 9 #130127430 DOB: 01/01/1998 Gender: F'. A horizontal menu contains several tabs: Summary, Enrollments, Flags, Assessment, Behavior, Graduation, Records Transfer, Accountability, and Truancy. The Truancy tab is highlighted. Below the menu is a '+ New' button and a 'Truancies' section containing a tree view with '2013-2014' and a sub-entry '09/01/2013 - 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 includes fields for '*Start Date' (with a calendar icon), '*Truancy Type' (a dropdown menu), 'End Date' (with a calendar icon), 'End Status' (a dropdown menu), and 'End Comments' (a text area). Below these are sections for 'Informal Action' and 'Formal Action'. The 'Informal Action' section has 'Date Action Taken' (with a calendar icon) and 'Comments' (a text area). The 'Formal Action' section lists several options: 'Intervention Plan Developed', 'Official Parent Notification', 'Parent Meeting Scheduled', 'Notification to Local Law Enforcement', 'Parent Referred to the District Attorney', and 'Pending Court Action'. Each option has a corresponding date field and a text area for details.

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 \geq the Start Date
- All the formal action dates must be followed in sequence and the date entered for each formal action step must be \geq 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 \geq 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.

A new truancy incident must be recorded every time a student is truant.

For example if a student meets the truancy criteria, then meets the requirements for this truancy incident to meet a resolution of RESOLVED then misses another day of school after the resolution a new truancy incident must be created resulting in a truancy record for every incident.

Students may have multiple resolved truancy incidents.

Students may not have multiple unresolved truancy incidents.

Not resolving a student's truancy incident may result in excessive days absent affecting subsidy eligibility.

Truancy Upload

If you are not using Infinite Campus District Edition and your local Student Information System (SIS) contains these data points, you may be able to use a file import method. Truancy Schema are located here: <http://www.maine.gov/education/medms/StudentUploadFormat.htm>

The screenshot shows the Infinite Campus web application interface. At the top, there is a green navigation bar with the Infinite Campus logo, 'State Edition', and 'Test Site'. Below this is a navigation menu with 'Index', 'Search', and 'Help'. A sidebar on the left contains a tree view of system components, with 'Student Data Import' highlighted. The main content area is titled 'State Data Import' and contains instructions for selecting an import type and work-to-perform option. Below the instructions is a form with the following fields:

- Import Type:** A dropdown menu set to 'Student Truancy'.
- Work to Perform:** A dropdown menu set to 'Validate and Test File'.
- File:** A 'Browse...' button, the text 'No file selected.', and an 'Upload' button.
- Result File:** A text input field, the word 'Or', another text input field, and a 'Load' button.

Example

Using these definitions, 1 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 yrs. of age and has NOT completed grade 6
- 5 Consecutive Days and at least 7 yrs. of age and has NOT completed grade 6

Once a student meets the criteria, a Truancy Incident must be entered into IC (Infinite Campus). You would do this by first locating the student from within IC and select the Truancy tab. If you do not see the truancy tab, select *Student information* from the index tab.

In this example we will assume a student missed 7 consecutive days and completed grade 6

The student was last in school on 1/1/15.

On 1/8/15 they had missed the needed 7 consecutive days to be flagged as truant and a truancy record is created in Infinite Campus.

On 1/9/15 the student returned to school resolving this incident of truancy and an end date is set for this day leaving a truancy record that was open for one day. (Using **resolved** status)

In the event the student does not report back by end of school year, drops out, transfers or has passed away the status of **closed** will be used with an end date the day the preceding criteria was met.

The truancy resolution steps 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)
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After the initial truancy incident any unexcused absence will result in a new truancy entry that must be created that would also be ended the day the truancy issue was either **closed** or **resolved**.

Truancy records are **resolved** the day a student sets foot back in the school.

Truancy records are **closed** when the student does not report back to school in the fiscal school year, drops out, transfers, is expelled or has passed away.

The Maine DOE reports annually to the State legislature the number of truancy incidents per school along with the average number of days each incident is open.

Truancy resolution steps must be followed dated and not left open ended or used to track attendance.

A new truancy incident must be recorded every time a student is truant.

For example if a student meets the truancy criteria, then meets the requirements for this truancy incident to meet a resolution of RESOLVED then misses another day of school after the resolution a new truancy incident must be created resulting in a truancy record for every incident.

- Students may have multiple resolved truancy incidents.
- Students may not have multiple unresolved incidents.