

LORAIN COUNTY DOMESTIC RELATIONS COURT

Juvenile Clerk's Division
225 Court Street
Elyria, Ohio 44035

Truancy Complaint Checklist

Student's Name:

When filing an Unruly Complaint for Habitual Truancy and/or an Adult Complaint for Failure to Send a Child to School, the following Checklist must be filed with the Clerk, along with any accompanying documentation, for the Prosecutor's Office to determine if the Complaint has met all the legal criteria under the law.

- ☐ Sworn Complaint containing all requested information
- ☐ On _____, the child met the threshold for Habitual Truant due to the following:
 - ☐ 30 or more consecutive hours of absences without a legitimate excuse
 - ☐ 42 or more hours of absences without legitimate excuse in one calendar month
 - ☐ 72 or more hours of absences without legitimate excuse in a school year
- ☐ **Documentation Attached:** Child's **present**, year-to-date attendance record (must include date and number of hours of each absence without a legitimate excuse)
- ☐ **Documentation Attached:** Excessive Absence Warning Letter issued to Parent /Custodian
Date Delivered: _____
Method: ☐ Email ☐ Regular Mail
☐ Certified Mail ☐ Hand-Delivered
- ☐ **Documentation Attached:** Three or more meaningful, good faith attempts to secure the participation of the Parent/Custodian/Designee, including the following information for each attempt: Name and position of person attempting contact; Attempt method; and date of attempt.
- ☐ Attempts to contact the Parent/Custodian/Designee were:
 - ☐ Successful
 - ☐ Unsuccessful with no contact to Children Services Agency
 - ☐ Unsuccessful, with contact to the Children Services Agency on _____
- ☐ **Documentation Attached:** Completed Absence Intervention Plan and updates
- ☐ **Optional Documentation:** Narrative detailing progress or participation of student prior to filing the official Complaint
- ☐ **School Designee to be notified and present for Court:** _____