

Lorain County Truancy Checklist

Please answer the following questions and provide any documentation you have relating to these questions. This information must be provided to APA Joe Tackett (email: joe.tackett@lcprosecutor.org) and Jen Ferreebee (email: jennifer.ferreebee@lcprosecutor.org) within 1 week of filing your complaint. The information must also be provided to the Assessment Center (assessment.center@lcfct.org).

Juvenile Name: _____

Case Number: _____

Parent/Guardian Name: _____

Submitted By: _____

Email: _____

On _____, the child met the threshold for Habitual Truant due to one of 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

Is a copy of the student's attendance record included with this form? ☐ Yes ☐ No

If no, please attach the attendance records.

Were 3 meaningful attempts made to contact the parent/guardian within 7 school days of reaching the threshold above? ☐ Yes ☐ No

Date: _____ Form of contact: _____

Date: _____ Form of contact: _____

Date: _____ Form of contact: _____

Absence Intervention Plan

Was a plan created? ☐ Yes ☐ No

If yes, on what day was it created? _____

Please explain what the plan was. Why was the child not attending school? How was that going to be addressed? You may write "see attached" if there is supportive documentation that sufficiently addresses all parts of this question.

Did the child and/or family participate in the plan?

☐ Yes ☐ No

Please explain:

Did the child's attendance improve after the plan was put in place?

☐ Yes ☐ No