



3 days or 21 hours total

- JR2 will send an automated email letter
- JR2 will send an automated phone call

1



5 days or 35 hours total

- JR2 will send an automated email letter
- JR2 will send an automated phone call

2



7 days or 49 hours total

- JR2 will mail an attendance letter
- JR2 staff makes a personal phone call and let the guardian(s) know the absences could lead to referral to Prosecuting Attorney's office
- JR2 will begin requiring doctor's excuses for future absences
- A JR2 Social Worker may make a home visit (if absences are unexcused)
- JR2 may contact Juvenile Officer (if absences are unexcused)
- After 7th absence, code future absences without doctor's excuses as "A"

3



10 days or 70 hours total

- JR2 staff hand delivers absence letter (after two unsuccessful attempts, mail via certified mail)
- Email Dr. Maxwell and SRO that a 10-day letter has been delivered
- Contact Juvenile Officer

4



11th day -

- Complete the [Compulsory Attendance Referral Form \(page 2\)](#) and [Attendance Referral Form \(page 3\)](#)
- Contact Children's Division for an educational neglect hotline
 - If it is determined that the situation warrants a referral:
 1. Complete [Compulsory Attendance Referral Form](#) and email it with the student summary information to Dr. Maxwell and the building SRO.
 2. Dr. Maxwell will email the [Compulsory Attendance Referral Form](#) and student summary information to the Prosecuting Attorney. Dr. Maxwell will email the building principal and SRO after email is sent to the Prosecuting Attorney.
 3. Complete the [Compulsory Attendance Referral Form](#) and send it along with documentation to the SRO to support the probable cause statement. The SRO will deliver all the documentation to the Prosecuting Attorney.

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