

Burlington School District Truancy Prevention Project

SMS Chancery

Attendance Data exported weekly and merged

Truancy Prevention Project Database
 Data analyzed and truancy student lists generated for each school based on number of absences.
 5-Day List (absences ≥ 5 and < 9)
 10-Day List (absences ≥ 10 and < 14)
 15-Day List (absences ≥ 15 and < 20)
 20-Day List (absences ≥ 20)

Lists reviewed by primary school contact.

Letters generated by Truancy Clerk.

5-Day Truancy Letter
 Copy sent to school for student files.

10-Day Truancy Letter
 Copy sent to school for student files.

15-Day Truancy Letter
 School contact provides meeting date, time and location for parent conference. Truancy Clerk generates letter and sends original to school for principal's signature. School sends signed copy to Truancy Clerk.

20-30 Days Truant: State's Attorney Notice of Referral to
 Truancy Clerk generates letter and sends original to school for principal's signature. School sends signed copy to Truancy Clerk.

Affidavit by School Administrator

Letter to State's Attorney
 Signed by Superintendent

Conference Follow-up Letter

