



730 7th Street
Charleston, IL 61920

office 217-348-0151
fax 217-348-0171
roe11.org

Kyle Thompson, PhD
Regional Superintendent
kthompson@roe11.org

Zakry Standerfer, PhD
Asst. Regional Superintendent
zstanderfer@roe11.org

ROE #11/AIM Referral Form for Truancy

Beginning August 17, 2018 (PA 100-918), a student must be absent without valid cause for the entire school day for the day to count toward truancy.

Step 1:

Once a student has been identified by the principal as truant by demonstrating repeated unexcused absences and failing to respond to local intervention efforts (home visits, counselor conferences, etc.) a referral is completed by the school district and submitted to the Regional Office of Education #11.

The ROE #11 attendance specialist will begin communicating with the student and family in an effort to build a trusting relationship and reinforce the importance of school attendance.

Step 2:

If initial intervention efforts are not improving student attendance, the school, in cooperation with the attendance specialist, may request a letter #1 be delivered to the parent/guardian of the students below the age of 17 from the Regional Office of Education #11.

Step 3:

If supportive services provided by the school and ROE #11 have been unsuccessful in resolving truancy, the school, in cooperation with the attendance specialist, may request a letter #2 be delivered to the parent/guardian of the students below the age of 17 from the Regional Office of Education #11. Additionally, the State's Attorney will also receive a copy notifying them of a truant minor.

Revised 08/17/2018

