

For office use only:
 _____ Referral
 _____ Letter #1
 _____ Letter #2

ROE #11/AIM Referral Form for Truancy

Building principals will refer truants (as documented by school attendance records) to the AIM program.
Students with two or more characteristics common to school failure will receive priority.

Primary reason for referral (check one):

- Truant: Has at least one unexcused absence Chronic Truant: Truant for school 5% of previous 180 days

Characteristics common to school failure: Check all that apply

- | | |
|---|---|
| <input type="checkbox"/> Low reading and/or math scores | <input type="checkbox"/> Multiple discipline referrals |
| <input type="checkbox"/> Economically challenged under NSL program | <input type="checkbox"/> IEP |
| <input type="checkbox"/> Started school year in another school | <input type="checkbox"/> Suspensions |
| <input type="checkbox"/> Lack of interest/motivation in school | <input type="checkbox"/> Unstable family (broken home, single parent, homeless) |
| <input type="checkbox"/> Student has been retained: Number of times _____, grade(s) _____ | |

STUDENT INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Student Address: _____ City: _____ Zip Code: _____

Date of Birth: Grade: _____ Gender: _____ SIS#:

PARENT/GUARDIAN INFORMATION

Father's Name _____ Mother's Name _____

Father's Address _____ Mother's Address _____

Father's Phone _____ Mother's Phone _____

Students will be referred to AIM as a continuum of local intervention efforts that are falling short of desired outcomes. If interventions fail, the program and school will be **jointly responsible** to ensure that students and/or their parents face firm sanctions for truancy. **Documentation** of intervention efforts should be maintained at the school. **Please check all interventions that have been provided by the school prior to the initial referral.**

- | | |
|---|---|
| <input type="checkbox"/> Principal/Student Conferences | <input type="checkbox"/> Home Visits: Dates: _____, _____, _____ |
| <input type="checkbox"/> Parent Contacts by Phone or Letter | <input type="checkbox"/> Classroom Interventions/Individualized Plans |
| <input type="checkbox"/> Counselor/Student Conferences | <input type="checkbox"/> Attendance Behavior Modification Plans |
| <input type="checkbox"/> Community/Agency Collaborations: Name of Agency: _____ | |
| <input type="checkbox"/> Comments/Additional Information: | |

Please attach attendance record. Indicate truant or unexcused dates. Students below 90% attendance due to unexcused absences will automatically receive a Warning Letter from the Regional Office of Education #11.

Signature of **Building Administrator**: _____

Referring School: _____ Date: _____

Please complete, scan, and e-mail this referral form to: Dr. Kyle Thompson, Regional Superintendent
kthompson@roe11.org

Please note: Referrals must be thoroughly completed and processed through the Regional Office of Education #11. Multiple referrals for the same student will not be accepted. School districts may consult with their attendance specialist with questions or call the Regional Office of Education #11 at 217-348-0151.



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Charleston, IL 61920

office 217-348-0151
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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

