



730 7th Street  
Charleston, IL 61920

office 217-348-0151  
fax 217-348-0171  
[roe11.org](http://roe11.org)

**Kyle Thompson, PhD**  
Regional Superintendent  
[kthompson@roe11.org](mailto:kthompson@roe11.org)

**Zakry Standerfer, PhD**  
Asst. Regional Superintendent  
[zstanderfer@roe11.org](mailto: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 08/17/18)

