



Grundy/Kendall Regional Office of Education

TRUANCY PREVENTION MANUAL

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Christopher Mehochko
REGIONAL SUPERINTENDENT



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WWW.ROE24.ORG



This manual has been developed as part of the school attendance improvement initiative of the Grundy/Kendall Regional Office of Education (ROE) #24. It has been designed to help educate the families, schools, and stakeholders we work with. This manual includes resources for the families, as well as procedures for the schools and ROE personnel.

One of the primary causes for school failure is poor school attendance. Chronic absenteeism includes children that miss school at a rate of 10% or more with or without valid cause. This level of absenteeism predicts poor academic performance as early as preschool and is a warning sign that a high school student may be at risk of dropping out of school.

To address chronic absenteeism the ROE works with local school districts, government agencies, and community social service agencies. Each participating school should compare their school attendance procedures to the procedures outlined in this manual and implement additional support services to their programs as needed. By supporting positive school attendance we can help reduce chronic absenteeism and truancy to ensure the success of the children in our schools.

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Truancy Law Definitions (105 ILCS 5/26-2a) (from Ch. 122, par. 26-2a)

[For the complete definition per the Illinois General Assembly:](#)

A truant - is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% (1.8 days) but less than 5% (9 days) of the past 180 school days.

Chronic or habitual truant - shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% (9 days) or more of the previous 180 regular attendance days.

Truant minor - is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

A dropout - is defined as any child enrolled in grades 9 through 12 whose name has been removed from the district enrollment roster for any reason other than the student's death, extended illness, removal for medical non-compliance, expulsion, aging out, graduation, or completion of a program of studies and who has not transferred to another public or private school and is not known to be home-schooled by his or her parents or guardians or continuing school in another country.

Valid cause for absence shall be illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, attendance at a civic event, or family emergency and shall include such other situations beyond the control of the student, as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

Religion for the purposes of this Article, includes all aspects of religious observance and practice, as well as belief.

Civic event means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event".



Truant Minor in Need of Supervision As Defined (705 CS 405/3-33.5) Sec. 3-33.5.

[For the complete definition per the Illinois General Assembly:](#)

(A) Definition. A minor who is reported by the office of the regional superintendent of schools as a chronic truant may be subject to a petition for adjudication and adjudged a truant minor in need of supervision, provided that prior to the filing of the petition, the office of the regional superintendent of schools or a community truancy review board certifies that the local school has provided appropriate truancy intervention services to the truant minor and the minor's family. For purposes of this Section, "**truancy intervention services**" means services designed to assist the minor's return to an educational program, and includes, but is not limited to assessments, counseling, mental health services, shelter, optional and alternative education programs, tutoring, and educational advocacy.

If, after review by the regional office of education or community truancy review board, it is determined the local school did not provide the appropriate interventions, then the minor shall be referred to a comprehensive community-based youth service agency for truancy intervention services. If the comprehensive community-based youth service agency is incapable of providing intervention services, then this requirement for services is not applicable. The comprehensive community based youth service agency shall submit reports to the office of the regional superintendent of schools or truancy review board within 20, 40, and 80 school days of the initial referral or at any other time requested by the office of the regional superintendent of schools or truancy review board, which reports each shall certify the date of the minor's referral and the extent of the minor's progress and participation in truancy intervention services provided by the comprehensive community based youth service agency. In addition, if, after referral by the office of the regional superintendent of schools or community truancy review board, the minor declines or refuses to fully participate in truancy intervention services provided by the comprehensive community-based youth service agency, then the agency shall immediately certify such facts to the office of the regional superintendent of schools or community truancy review board.

(a-1) There is a rebuttable presumption that a chronic truant is a truant minor in need of supervision.

(a-2) There is a rebuttable presumption that school records of a minor's attendance at school are authentic.

(a-3) For purposes of this Section, "chronic truant" has the meaning ascribed to it in Section 26-2a of the School Code.

(a-4) For purposes of this Section, a "community truancy review board" is a local community based board comprised of, but not limited to: representatives from local comprehensive community based youth service agencies, representatives from court service agencies, representatives from local schools, representatives from health service agencies, and representatives from local professional and community organizations as deemed appropriate by the office of the regional superintendent of schools. The regional superintendent of schools must approve the establishment and organization of a community truancy review board, and the regional superintendent of schools or the regional superintendent's designee shall chair the board.

(a-5) Nothing in this Section shall be construed to create a private cause of action or right of recovery against a regional office of education, its superintendent, or its staff with respect to truancy intervention services where the determination to provide the services is made in good faith.



(B) Kinds of dispositional orders. A minor found to be a truant minor in need of supervision may be:

- (b-1) Committed to the appropriate regional superintendent of schools for a student assistance team staffing, a service plan, or referral to a comprehensive community-based youth service agency;
- (b-2) Required to comply with a service plan as specifically provided by the appropriate regional superintendent of schools;
- (b-3) Ordered to obtain counseling or other supportive services;
- (b-4) (blank);
- (b-5) required to perform some reasonable public service work that does not interfere with school hours, school-related activities, or work commitments of the minor or the minor's parent, guardian, or legal custodian; or
- (b-6) (blank).

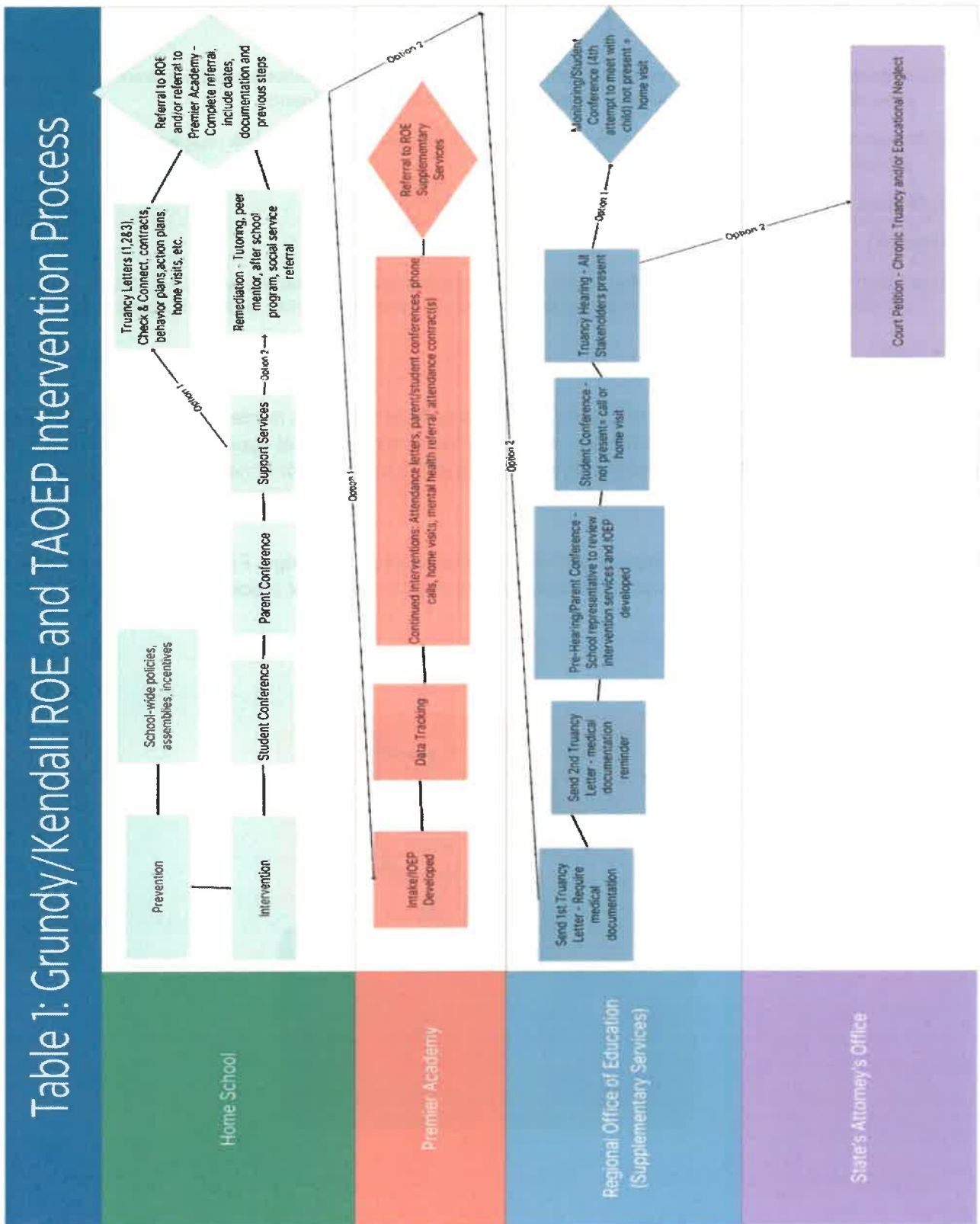
A dispositional order may include public service only if the court has made an express written finding that a truancy prevention program has been offered by the school, regional superintendent of schools, or a comprehensive community based youth service agency to the truant minor in need of supervision.

(C) Orders entered under this Section may be enforced by contempt proceedings. Fines or assessments, such as fees or administrative costs, shall not be ordered or imposed in contempt proceedings under this Section.





TAOEP Flow Chart (Grundy/Kendall ROE and TAOEP Intervention Process)





School Truancy Process

Truancy prevention services may include but not limited to:

1. Safe and welcoming school environment
2. School wide policies and procedures
3. Assemblies
4. Incentives Programs

Truancy intervention services may include but not limited to (705 ILCS 405/3-33.5):

1. Assessments
2. Counseling
3. Mental Health Services
4. Shelter
5. Optional & alternative educational programs
6. Tutoring
7. Educational Advocacy
8. Phone calls home from school staff
9. Parent / student conferences
10. Home Visits

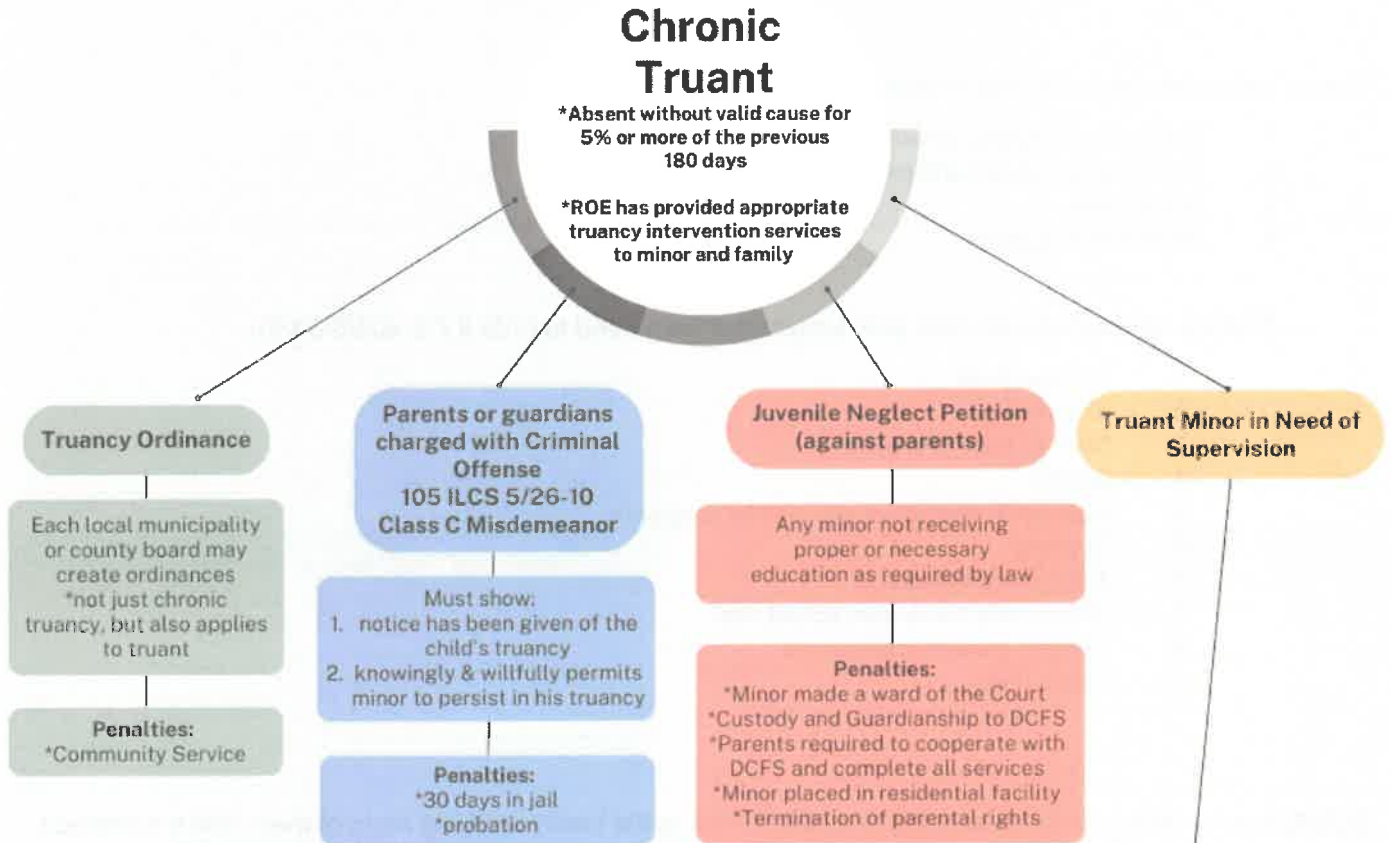
THREE truancy letters must be sent out from the school to the family notifying them of their child's continued absences / truancy. These letters must be within the last 180 school days of the referral to the ROE.

1. Some schools send out letters at 5, 10, and 15 absences (excused or unexcused) and make a referral to the ROE at 18 absences.
2. Some schools send out letters at 6, 12, and 18 absences (excused or unexcused) and make a referral to the ROE once a student has 18 or more absences.

1 st letter	2 nd letter	3 rd letter	ROE referral
5 absences	10 absences	15 absences	18 th absence
6 absences	12 absences	18 absences	18 th or more absences



Referral to Truancy Court Services: Chronic Truant Organization Structure Chart



Truant Minor in need of Supervision (705 ILCS 405/3-33.5)

Absent without valid cause for 5% or more of the previous 180 school days, and ROE has provided appropriate truancy intervention services to minor and the family. Referral from the ROE must include the last 180 days of school attendance records and all support services given or offered to the family.

Court:
Truancy petition against the minor;
Minor must have an attorney (public defender will be assigned if no private representation on first appearance).

Trial:
Sentencing (Disposition)

Penalties:

- comply with ROE service plan (attend school and obey school rules)
- community service hours
- probation services (GPS monitoring)
- counseling
- ordered to go to school with no unexcused absences
- CASA(Court Appointed Special Advocate) involvement
- commit to DCFS

Orders entered under this Section may be enforced by contempt proceedings. Fines or assessments, such as fees or administrative costs, shall not be ordered or imposed in contempt proceedings under this Section.



ROE Referral Guidelines and Truancy Process

A school may refer a student to the ROE for truancy services if the student has 18 absences (excused or unexcused) within the last 180 school days (excluding a student with terminal illness) and the school has exhausted all available administrative remedies (prevention / intervention services, letters sent home) prior to sending the referral to the ROE for truancy services.

To make a referral to the ROE:

1. The ROE referral form (next two pages) is to be filled out and the school administrator is required to sign off on the referral. The completed form must then be sent with all supporting documents to the truancy officer assigned to the school.
2. The truancy officer will then review the referral and determine whether the school has provided all available support services to the student and the family prior to the referral to the ROE. If the officer certifies / approves the referral they will sign and date the bottom of the referral.

*If the truancy officer rejects the referral, they will inform the school the reason for the rejection and what else must be done prior to a referral to the ROE for truancy services.

If the officer certifies/approves the referral, here are the steps that the ROE will take:

(1) First Step - Truancy Letter: the first ROE truancy letter will be sent home notifying the family that the child has been referred to the ROE for truancy services. Attached to this letter will be the ROE specific medical documentation form, attendance record, as well as a list of appropriate local community resources for at risk youth. Along with this letter the parent, school, and student (if there is a student email/age appropriate) will receive the IOEP (Individual Optional Educational Plan / ROE Service Plan) via DocuSign. The IOEP outlines the student, parent, school, and truancy caseworker's responsibilities.

(2) Second Step - Reminder Letter: the ROE reminder letter is mailed out if a child continues to miss school without valid cause after receiving their first truancy letter from the ROE. Attached with this letter will be ROE specific medical documentation form, attendance record, as well as a list of appropriate local community resources for at risk youth.

(3) Third Step - Parent / Student conference: the ROE parent/student conference letter will be sent if a child continues to miss school without valid cause after receiving the reminder letter. The letter will be notifying the parents of the conference date, time, and location. The letter will give the parents at least two weeks' notice allowing them time to move things around in their work schedule. If a parent cannot be present in person, the officer may attempt to reach the parent over the phone during the scheduled conference time at the school. If a parent or student is a no call no show to the scheduled conference the truancy officer may conduct a home visit.

(4) Fourth Step - Truancy Hearing: the ROE truancy hearing letter will be sent if the child continues to miss school without valid cause after attempts to parent / student conference and or home visits have been made. The letter will identify the date, time, and location of the truancy hearing. The parents will also receive a calendar invite and phone call notice of the hearing. The Regional Superintendent of the ROE or designee will be the acting judge at this hearing and determine whether the child is a truant minor and should be referred to the local court service for a truancy or educational neglect petition or whether or the child will continue to be monitored through the ROE without court services.



ROE Referral Form – page 1 of STEP 1



REGIONAL OFFICE OF EDUCATION

Grundy ❖ Kendall Counties

CHRISTOPHER D. MEHOCHKO
Superintendent

Truancy Referral

Date of Referral: _____

SCHOOL INFORMATION:

District #: _____ Name of School: _____
Contact Person/Title: _____ Phone # for contact person: _____
Signature: _____

STUDENT INFORMATION:

Student's Name: _____ Grade: _____ Date of Birth: _____
Student State ID # (9 digit): _____ Student's Email (if applicable): _____
Child lives with (x): Mother Father Stepmother Stepfather Foster parent or Guardian
Is the student new to your district? Yes No If yes, enrollment date: _____

PARENT/GUARDIAN INFORMATION:

Mother's Name: _____ Father's Name: _____
Mother's Cell: _____ Father's Cell #: _____
Mother's Email: _____ Father's Email: _____
Mother's Home Address: _____ Father's Home Address: _____
Primary Language Spoken at home: English Spanish Other: _____
Is a translator needed to communicate with parents: Yes No

ATTENDANCE INFORMATION: Total # of Absences: _____ Total # of Tardies: _____

Does parent call the child in for absences? Yes No
Does parent excuse most absences? Yes No
Has Medical documentation been required? Yes No
Has Med. doc. been provided? Yes No

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ROE Referral Form – page 2 of STEP 1



REGIONAL OFFICE OF EDUCATION

Grundy ❖ Kendall Counties

Truancy Referral

CHRISTOPHER D. MEHOCHKO
Superintendent

STUDENT SERVICES PROVIDED: Supportive services to the student must be provided prior to referral. Check the following services that have been offered.

- Social Work services (*frequency of visit*):
- School Counselor (*frequency of visit*):
- School Nurse (*frequency of visit*):
- McKinney-Vento (*transportation / support services provided*):
- Tutoring (*frequency/subject*):
- Phone calls to parent (*from who and date*):
- Student / Parent conference (*who was present and date*):
- Home visits (*who went and date*):
- Special education services: IEP evaluation 504 Plan N/A Reasoning:
- Referral to outside social services agency (*specify*):
- Other (*specify*):

Please check (x) that the following documents have been included with this referral:

- | | |
|--|---|
| <input type="checkbox"/> 1 st attendance letter | <input type="checkbox"/> Current attendance print out |
| <input type="checkbox"/> 2 nd attendance letter requiring medical documentation | <input type="checkbox"/> Previous year attendance |
| <input type="checkbox"/> 3 rd attendance letter | <input type="checkbox"/> IEP |
| <input type="checkbox"/> Most recent report card | <input type="checkbox"/> 504 Plan |

Certifying / Approving Truancy Officer: office of the regional superintendent of schools certifies that the local school has provided appropriate truancy intervention services to the truant minor and the minor's family. "Truancy intervention services" means services designed to assist the minor's return to an educational program, and includes, but is not limited to assessments, counseling, mental health services, shelter, optional and alternative education programs, tutoring, and educational advocacy. (705 ILCS 405/3-33.5)

Certifying Truancy Officer Name (Printed): _____

Truancy Officer Signature: _____ Date: _____

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IOEP / ROE Service Plan – (1) ADDITIONAL FIRST STEP



REGIONAL OFFICE OF EDUCATION

Grundy ❖ Kendall Counties

CHRISTOPHER D. MEHOCHKO
Superintendent

**Individual Optional Educational Plan (IOEP)
Attendance Assistance/Supplemental Services**

_____ Student Name	_____ Student DOB	_____ Basis of Referral	_____ Entry Date
_____ Home School	_____ Grade	_____ SIS #	_____ Current Attendance Rate

Note to Parent:

In Illinois, the law states children must attend school until the age of 17. Attendance Caseworkers are provided by the Regional Office of Education to make sure that students follow this law. This is not a contract. It is a working document; a plan for improvement. By signing this form, you pledge your commitment to helping your child achieve the goals outlined within and acknowledge the need for your continued involvement in your student's education.

What Student Will Do - Student Actions/Responsibilities:

- ____ Increase my attendance from _____ to _____; If you fail to maintain a 90% attendance rate you are considered truant under IL state law.
 - ____ Minimize/eliminate tardies.
 - ____ If marginally ill, student will attend school; the school will determine whether student will be sent home.
 - ____ Student will be absent only if they have obvious signs of illness (temp over 100, vomiting, etc.) and provide med doc form to excuse the absence(s).
 - ____ Improve grades/Earn credit and pass classes.
 - ____ Improve behavior at school; follow building regulations and reduce behavior referrals.
 - ____ Participate in an at least 1 extracurricular/club/activity. List: _____
 - ____ Set at least 1 individual goal; *Positive Terminations:* High School Grad; Return to Home School; Completion of Sending School's Requirements; Job Placement; Positive Behavior Increases; Improved Attendance; Etc
- Short Term goal (less than 1 year): _____
- Long Term goal (1 year or more): _____

What Parent Will Do - Parent Actions/Responsibilities:

- ____ Notify school when student is absent/not excuse the student if they are able to attend school.
- ____ Following absences, medical doc form must be provided to the school. This form must be returned within 24 hours upon arrival to excuse the absence. The form must include the specific dates it was medically necessary for the student to be absent.
- ____ Attend meetings as needed/necessary.
- ____ Follow through with any supporting services referrals.

What School Will Do – School Actions/Responsibilities:

- ____ Provide an appropriate educational experience in a safe environment that promotes positive academic growth.
- ____ Follow the discipline policy regarding attendance in the Student/Parent Handbook:
 - ____ Request medical release of information
 - ____ Be in contact with physicians and discuss educational accommodations
 - ____ Implement medically necessary educational accommodations

What Caseworker May Do - to Help Student Achieve His/Her Goals:

- ____ Student Contacts including but not limited to: Monitor Progress, School Conferences, and Student Groups
- ____ Family Contacts including but not limited to: Letters, Phone Calls, Conferences, and Home Visits
- ____ Request Truancy Hearing and/or Court Services
- ____ Other _____

_____ Student Signature	_____ Date	_____ Parent Signature	_____ Date
_____ School Staff Signature	_____ Date	_____ Caseworker Signature	_____ Date

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First ROE Truancy Letter – (1) ADDITIONAL FIRST STEP



REGIONAL OFFICE OF EDUCATION

Grundy ♦ Kendall Counties

CHRISTOPHER D. MEHOCHKO

Superintendent

Date

Re:

School:

Grade:

Dear Parent/Guardian:

It has come to the attention of this office that your child continues to have absences/tardies from school during this school year. I have attached a copy of the attendance record.

The Illinois School Laws are very specific as to a parent/guardian's responsibility to see that their child is in regular attendance, including arriving at school on time. It is a school's responsibility to notify my office when a concern develops over a child's attendance pattern. Because of the Illinois Compulsory Attendance Laws, our office notifies the parent. The Illinois School Code considers 10% of the previous 180 school days (18) as chronic absenteeism.

Attached you will see the form that is to be returned to the school of attendance, *within 24 hours* of an absence. This completed form will ensure that the absences are **excused**, if deemed medically necessary by the physician. If you provide the school with a doctor's note that is not on this form the absence will remain **unexcused**.

Your child may return to school after an absence without a doctor's note; however, all absences without this documentation will be considered **unexcused/without valid cause**.

To better help support family needs, I have also **attached** a list of local community resources. Our goal is to work together to provide support services to families and to help ensure regular attendance at school.

Sincerely,

Truancy Officer Name

Truancy Officer Name

Truancy Caseworker

Grundy / Kendall County ROE #24

Phone #:

Email:

Cc:

School file Student file

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ROE Med Doc Form – (1) ADDITIONAL FIRST STEP



REGIONAL OFFICE OF EDUCATION

Grundy ❖ Kendall Counties

CHRISTOPHER D. MEHOCHKO

Superintendent

RE:
SCHOOL:
DOB:

Notice to Attending Physician:

Due to excessive absences from school that exceed state guidelines, the student above must be seen by a physician for the absences due to illness to be excused. An absence will only be excused if the doctor orders the student not to be in school or the school nurse determines the student should not remain in school due to illness. **This form** must be fully completed and signed by the physician and the student is to have it returned to the attendance office or school nurse within 24 hours of returning to school after an absence. If you do not believe that it is medically necessary for this student to miss school, please do not fill out this form.

Without this form, completed in its entirety, the absence/tardy will be recorded as **unexcused/truant**.

Sincerely,
Truancy Officer Name, Attendance Caseworker
Regional Office of Education #24
Grundy/Kendall County

What date was the student examined? _____ Time In: _____ Time Out: _____

List the day(s) if any, that it was determined, medically necessary for the student to be excused from school because of this examination.

Please include specific dates: _____

Is the student able to return to school? _____ yes, _____ no

May the school call your office if there are questions? _____ yes, _____ no

Medical facility name: _____

Medical facility address: _____

Medical facility phone number: _____

Physician's full name printed: _____

Physician's signature: _____ Date _____

Physician's medical stamp:

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Reminder Letter – (2) SECOND STEP



REGIONAL OFFICE OF EDUCATION

Grundy ❖ Kendall Counties

CHRISTOPHER D. MEHOCHKO

Superintendent

Date

Re:

School:

Grade:

Medical Documentation Reminder

Dear Parent:

It has come to the attention of this office that your child continues to be absent / tardy without medical documentation during this school year. I have attached a copy of the attendance record.

Attached is the form that is to be returned to the school of attendance, *within 24 hours*, when returning to school from an absence. This completed form will ensure that the absences are **excused**, if deemed *medically necessary* by the physician. If you provide the school with a doctor's note that is not on this form the absence will remain **unexcused**.

Your child may return to school after an absence without a doctor's note; however, all absences without this documentation will be considered **unexcused/without valid cause**.

It is a parent's responsibility to ensure their child is in regular attendance. This includes arriving at school on time and attending all classes throughout the day. If this pattern cannot be resolved, a Truancy Hearing at the Regional Office of Education and a referral to the Grundy / Kendall County Court System may occur.

To better help support family needs I have also attached a list of local community resources that may assist you. Should you need additional community resource guidance from this office, please contact me at the number below. Our goal is to work together to provide support services to families and to help ensure regular attendance at school.

Your cooperation is appreciated.

Sincerely,

Truancy Officer Name

Truancy Officer Name

Truancy Caseworker

Grundy/Kendall County ROE #24

Phone #:

Email:

Cc:

School file

Student file

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Parent Conference Letter – (3) THIRD STEP



REGIONAL OFFICE OF EDUCATION

Grundy ❖ Kendall Counties

CHRISTOPHER D. MEHOCHKO

Superintendent

Date

Re:

School:

Grade:

Parent / Student Conference Required

Dear Parent:

It has come to the attention of this office that your child continues to be absent/tardy from school during the current school year. I have attached a copy of the attendance record.

The Illinois School Laws are very specific as to a parent/guardian's responsibility to see that their child is in regular attendance, including arriving at school on time. It is a school's responsibility to notify my office when a concern develops over a child's attendance pattern. Because of the Illinois Compulsory Attendance Laws, our office notifies the parent. The Illinois School Code considers unexcused absences at 5% (9) or more within the previous 180 school days as chronic truancy.

At this time, a parent/student conference has been scheduled for Date at Time at Location. Failure to appear at this meeting will result in a truancy hearing.

The purpose of this meeting will be to discuss the reasons for the absences/tardies and develop a plan for improved attendance. Please bring in any medical documentation regarding your child's current health status if applicable. I will also explain further steps my office may take if the absences continue to persist.

Sincerely,

Truancy Officer Name

Truancy Officer Name

Truancy Caseworker

Grundy / Kendall County ROE #24

Phone #:

Email:

Cc:

School file Student file

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Truancy Hearing Letter – (4) FOURTH STEP



REGIONAL OFFICE OF EDUCATION

Grundy ❖ Kendall Counties

CHRISTOPHER D. MEHOCHKO

Superintendent

Date

Re:

School:

Grade:

Truancy Hearing Required

Dear Parent:

It has come to the attention of this office that your child continues to have absences/tardies from school during this school year. I have attached a copy of the attendance record.

The Illinois School Laws are very specific as to a parent/guardian's responsibility to see that their child is in regular attendance, including arriving at school on time. It is a school's responsibility to notify my office when a concern develops over a child's attendance pattern. Because of the Illinois Compulsory Attendance Laws, our office notifies the parent. The Illinois School Code considers unexcused absences at 5% (9) or more within the previous 180 school days as chronic truancy.

At this time, a Truancy Hearing has been scheduled for Date at Time to be held in person at Location.

The purpose of the Truancy Hearing will be to discuss your child's absences/tardies from school. Failure for parents and student to appear at this hearing will result in a referral to Grundy / Kendall County Court Services.

Sincerely,

Truancy Officer Name

Truancy Officer Name

Truancy Caseworker

Grundy-Kendall County ROE #24

Phone#:

Email:

Cc:

Student file School file

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Frequently Asked Questions - Parents

1. Why was my child referred to the Regional Office of Education (ROE) for truancy services?
 - i) Chronically absent children enrolled in public or private schools may be referred to the ROE for truancy services if they have had 18 absences or more (with or without valid cause) within the last 180 school days.

2. How can my child be removed from the ROE truancy program?
 - ii) A child may be exited successfully from our truancy program once they go 180 school days with less than 9 absences (excused or unexcused).

3. Can a student be excluded from the ROE truancy program?
 - iii) Students that have a documented terminal illness are excluded from the truancy program.

4. What constitutes a full day of student attendance?
 - iv) A full day of attendance for students in grades 2nd through 12, must be a minimum of five clock hours (300 minutes) of instruction under the direct supervision of:
 - (1) a certified teacher, or
 - (2) non-teaching/volunteer personnel when engaging in non-teaching duties and supervising those instances specified in Section 10-22.34 (a) and Section 34-18. A full-day of attendance for students in full-day Kindergarten or 1st grade must be four clock hours (240 minutes) of instruction or more.

5. What constitutes a half-day of student attendance?
 - v) On a regular school day, students in grades 2nd through 12 that receive less than 300 minutes of instruction but at least 150 minutes of instruction can be claimed for a half-day of attendance. Students in grades 2nd through 12 that are not in attendance for at least 150 minutes of instruction cannot be claimed. On a regular school day, students in full-day Kindergarten or 1st grade that receive less than 240 minutes of instruction but at least 120 minutes of instruction can be claimed for a half day of attendance. Students who are in kindergarten or 1st grade and are not in attendance for at least 120 minutes of instruction cannot be claimed. This rule also applies to students with disabilities who are below the age of six years and who cannot attend 120 minutes of instruction due to their disability or immaturity in which case they can be claimed for a half-day of attendance for a session of not less than 60 minutes. A recognized Kindergarten which provides for only half-day of attendance for each student shall not have more than a half-day of attendance counted in any one day. Statutory Citations: 105 ILCS 5/18-8.05(F)(2) Administrative Rule: 23 Ill. Adm. Code 1.420

[ISBE Frequently Asked Questions](#)

Educational Resources for Parents

1. [10 facts about school attendance](#)
2. [Make Every Day Count: Boost School Attendance](#)
3. [School Attendance, Truancy & Chronic Absenteeism: What Parents Need to Know](#)

*Including 10 Tips to get your child to school on time every day

4. [Illinois Early Learning Project](#)
5. [Attendance in the early grades: Why it matters](#)
6. [Attendance matters in Pre K and Kindergarten](#)
7. [Help your child succeed in school](#)
8. [Keep your child on track in middle and high school](#)
9. [School Avoidance Alliance for Parents](#)
10. [Mental Health and School Avoidance: What Parents need to know](#)
11. [SAMHSA for Parents and Caregivers of Children](#)
12. [Illinois Department of Healthcare and Family Services: For Parents and Children](#)
13. [Illinois Department of Healthcare and Family Services: Family Support Program \(FSP\)](#)





School Resources

1. [Why are so many students missing so much school](#)
2. [Predictors of Absenteeism Severity in Truant Youth: A Dimensional and Categorical Analysis](#)
3. [Fifteen Effective Strategies for Improving Student Attendance and Truancy Prevention](#)
4. [Establish School Wide Incentives](#)
5. [3 Tiers of Intervention](#)
6. [Strategies for connecting with students and families](#)
7. [Breaking Barriers to Attendance](#)
8. [Supporting Child and Student Social, Emotional, Behavioral, and Mental Health Needs](#)
9. [Youth Mental Health First Aid](#)
10. [Supporting chronically absent homeless students](#)
11. [McKinney-Vento](#)



[Illinois State Board of Education Division of State Funding and Forecasting General State Aid - Frequently Asked Questions](#)



Local Community Resources

[Aunt Martha's Youth Service Center and Health Center](#)

Address: 409 W. Jefferson St. Joliet IL 60435

Phone #: 815- 768-8750

Help for youth (10-17 years old) and families in crisis: runaways and youth who have been locked out of their homes; counseling for youth and families; alternatives to incarcerations; promotion of positive youth development.

[Big Brothers/Big Sisters of Will & Grundy Counties](#)

Address: 417 W. Taylor St. Joliet IL 60435

Phone #: 815-723-2227

Big Brothers Big Sisters is a donor-funded volunteer-supported organization proven to help at-risk children of single and low-income parents succeed through one-to-one mentoring relationships.

[Boy Scouts of America/Rainbow Council Service Ctr.](#)

Address: 921 South State St. Lockport IL 60441

Phone #: 815-942-4450

The BSA provides a program for young people that builds character, trains them in the responsibilities of citizenship, and develops personal fitness.

[Boy Scouts of America, Three Fires Council](#)

Address: 415 N. 2nd Street. St. Charles, IL 60174

Phone #: 630-584-9250

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

[Catholic Charities](#)

Address: 519 W. Illinois St. Morris IL 60450

Phone #: 815-774-4663 x3104

Services: counseling, Daybreak Shelter, mobile food pantry, rental and utility assistance.

[Centennial Counseling](#)

Address: 110 Countryside Parkway, Suite C, Yorkville, IL 60560

Phone #: 630-553-1600

Services: mental health counseling

[Child Care Resource & Referral](#)

Address: 801 N Larkin Ave. Suite 202, Joliet, IL 60435

Phone #: 815-741-1163

Child Care Resource & Referral, also known as CCR&R. CCR&R promotes and facilitates the availability of affordable, quality child care through assistance, education and advocacy in Will, Grundy, Kendall and Kankakee counties.

[Children Services Fox Valley YMCA](#)

Address: 3875 Eldamain Rd. Plano, IL 60545

Phone #: 630-552-4100

Provides programs for health, well-being, and physical fitness for the community.

[Christian Youth Center of Morris](#)

Address: 508 W. Illinois Ave. Morris IL 60450

Phone #: 815-416-9424

CYCM is a Christian, nonprofit, inter-denominational youth organization. The youth center offers a safe place for local teens to hang out, play games, learn about Jesus, and receive guidance in everyday life.



[Community Benefits-Kendall County](#)

Address: 811 West John St. Yorkville, IL 60560

Phone #: 630-553-9100

Helps Kendall County residents with temporary financial assistance for security deposits, rent, mortgages, utilities and prescription drug bills.

[Crossroads Counseling Services LLC](#)

Address: 1802 N. Division St., Suite 509 Morris IL 60450

Phone #: 815-941-3882

Provide comprehensive mental health and substance abuse services for children and adults.

[Department of Children and Family Services](#)

If you believe a child is in immediate danger of harm, call 911 first.

If you suspect that a child has been harmed or is at risk of being harmed by abuse or neglect, report it online

at <https://childabuse.illinois.gov>. In an emergency, call the 24-hour Child Abuse Hotline at 800-25-ABUSE (800-252-2873).

[Grundy County Health Department](#)

Address: 1320 Union St. Morris IL 60450

Phone #: 815- 941-3404

Services: nursing, behavioral health / counseling, Kendall – Grundy Community Action (low income assistance programs for utilities, home weatherization, drive to success program, and educational scholarships).

[Girl Scouts of Greater Chicago and Northwest Indiana](#)

Address: 1551 Spencer Road Joliet IL 60433

Phone #: 815-723-3479

Girl scouting builds girls of courage, confidence, and character, who make the world a better place.

[Girl Scouts of Northern Illinois](#)

Address: 200 New Bond Rd. Sugar Grove, IL 60554

Phone #: 630-897-1565

The Girl Scouts build girls of courage, confidence and character, who make the world a better place.

[Harvest Food Pantry](#)

Address: 5315 Douglas Rd., Oswego, IL 60543

Phone #: 630-554-3858

Open on the fourth Monday of every month from 3-5pm.

[Illinois Department of Human Services \(Public Aid\)](#)

Address: 361 W Old Indian Trail, Aurora IL 60506

Phone #: 630/ 844-7400

Services available: TANF, medical assistance, food stamps, and childcare assistance.

[Joi Counseling Center.](#)

Address: 654 West Veterans Parkway, Suite B, Yorkville, IL 60560

Phone #: 630 553 9686

Counseling, mediation, divorce, psychological testing and custody evaluations available.

[Joliet Salvation Army](#)

Address: 300 Third Avenue Joliet IL 60433

Phone #: 815-726-4834

Services: food, nutrition, emergency financial assistance, seasonal services, Christian education, youth ministry, day camp, Music & Arts programs, character building programs, community recreation & education programs, pathway of hope.



[Jumpstart Easterseals](#)

Address: 212 Barney Dr., Joliet, IL 60435
Phone #: 815-725-2194

Jumpstart is a free, home visiting program through Easterseals Joliet Region. They work with expecting families and those that have children aged 0-3 in Will, Grundy, Kendall, Kankakee, Iroquois, and Ford counties. Jumpstart provides developmental screenings and activities, parenting enrichment and support, and much more.

[Kendall Area Transit \(KAT\)](#)

Address: 109 West Ridge Street Room 202, Yorkville, IL 60560
Phone #: 630-882-6970
Provides public transportation to residents of Kendall County

[Kendall County Food Pantry](#)

Address: 208 Beaver Street Yorkville, IL 60560
Phone #: 630-553-0473

Supplies food, shelter, clothing, school supplies, small household appliances, furniture, pet food and care.

[Kendall County Health Department](#)

Address: 811 West John St. Yorkville, IL 60560
Phone #: 630-553-9100

Provides a wide array of health and human services which include family self-sufficiency, behavioral health, youth development, financial assistance, environmental health and maternal child health programs.

[Kendall County Housing Authority](#)

Address: 811 West John Street, Yorkville, IL 60560
Phone #: 630-553-8093
Section 8 (Low-income rental assistance voucher program)

[Kendall Free Clinic](#)

Address: 208 Beaver Street, Yorkville, IL 60560
Phone #: 630-553-0473 - Call for an appointment

[Madrigal Consulting & Counseling](#)

Address: 220 Channahon St., Shorewood IL 60404
Phone #: 630-474-3900

Offer remote/zoom counseling and accept both private and public insurance.

[PAASSS Plano Area Alliance Supporting Student Success: Plano Family Resource Center](#)

Address: 219 N. Hale St., Plano IL 60545
Phone #: 630-552-8504

PAASSS is a comprehensive early childhood collaboration, events offered include playgroups, community fairs, and community baby showers. Birth to 5 resources is available for residents in both Grundy and Kendall County.

School Refusal Programs

[Ascension – AMITA Healthcare:](#)

Address: 1650 Moon Lake Boulevard, Hoffman Estates 60169 *multiple locations
Phone #: 855-383-2224

[Linden Oaks:](#)

Address: * multiple locations
Phone #: 630-305-5027



[Society of St. Vincent de Paul](#)

Address: 1427 N. Division St. Morris IL 60450

Phone #: 815-942-9288

Services: clothing, food pantry, furniture, back2work program, disaster services, home visits (rent, food, clothing, and other emergency assistance).

[St. Mary's Plano Food Pantry](#)

Address: 904 N. Lew St., Plano, IL 60545

Phone #: 630 553-0473

Open on the third Friday of each month from 6-8pm.

[The Family Recovery Centers](#)

Address: 11000 E. Route 34, Suite 3, Plano IL 60545

Phone #: 847-457-6730

Adolescent Intensive Outpatient Program & Behavioral Therapy

[The Store at Harvest Church](#)

Address: 725 South Country Line Rd., Sandwich, IL 60548

Phone #: 815-786-8669

Open on the second and fourth Saturdays of each month from 9-11am.

[United Way of Grundy County](#)

1802 N. Division Street, Suite 500, Morris, Illinois 60450

Phone #: (815) 942-4430

Email: Info@UWGrundy.org

United Way of Grundy County funds vital human service programs for the health, education and financial stability of every person in every community.

[University of IL – Kendall County Extension](#)

Address: 7775 B IL Rt. 47, Yorkville, IL. 60560

Phone #: 630-553-5823

Youth education and school enrichment programs.4–H Programs for ages 5-18.

[We Care of Grundy County](#)

Address: 530 Bedford Rd. Morris IL 60450

Phone #: 815-942-6389

Services: food, clothing, one-time rent or mortgage assistance, utility, and holiday assistance, free computers, free educational programs (including parenting classes), pathway of hope through salvation army provides counseling and casework services to families.

[Will County Community Health Center](#)

Address: 1106 Neal Ave., Joliet IL 60433

Phone #: 815-727-8521

Comprehensive psychiatric outpatient services for eligible adults.

[Will-Grundy Medical Clinic](#)

Address: 213 E. Cass St. Joliet IL 60432

Phone #: 815-726-3377

Clinic held on the first Friday of the month in Morris at 1345 N. Edwards.

Provide free health-care services to people in Will and Grundy counties who are unable to receive care from other sources.