

TRUANCY INTERVENTION FORM
Menominee County Intermediate School District
1201 -41st Avenue
Menominee, MI 49858
Telephone: 906 863-5665 Fax: 906 863-7776

STUDENT INFORMATION

Student Name: _____ DOB: _____ Gender: _____
School District: _____ School: _____ Grade: _____

PARENT INFORMATION

Father's Name: _____ Mother's Name: _____
Father's Address: _____ Mother's Address: _____
Father's Telephone #: _____ Mother's Telephone #: _____
Father's E-mail: _____ Mother's Email: _____

CUSTODY INFORMATION: Both Parents: _____ Father: _____ Mother: _____ Other (please explain): _____

ATTENDANCE INFORMATION:

Full Days Excused: _____ Partial Days Excused: _____ Full Day Unexcused: _____ Partial Days Unexcused: _____

Are absences primarily related to illness?: _____

Are absences primarily related to suspensions?: _____

Is the student currently on probation through Probate Court?: _____

Is the student currently receiving special education services?: _____

If yes, is the student's non-attendance related to the student's disability, inappropriate placement, programs or services?K _____

Brief description of circumstances concerning student's non-attendance: _____

PETITIONER INFORMATION:

Principal: _____ Date Submitted: _____

Person Completing Form: _____

Documentation Checklist and supporting documents are included: _____ or being compiled: _____
Submission of this Truancy Referral Form and REQUIRED DOCUMENTATION will result in a Truancy Legal Notice being sent to parents of said child.

TRUANCY REFERRAL DOCUMENTATION CHECKLIST

Student Name: _____

Please provide the following documentation with the Truancy Referral Form.

- List of dates parents were contacted by phone regarding student's attendance.
- Copies of all letters sent to parents regarding student's attendance.
- List of dates the counselor, school social worker, or school attendance officer discussed attendance with the student and an explanation of any action taken, including an attendance action plan if developed.
- List of dates when school/parent meetings were scheduled and/or held regarding student's attendance and explanation of any action taken, including an attendance action plan if developed.
- Copy of letter sent to parents which states the school is considering making a Truancy Referral to the MCISD if the child's attendance does not improve.
- Grades, discipline reports, actual attendance records
- Other information which demonstrates the need for a Truancy Petition or Warrant to be requested from the Prosecuting Attorney's Office.

Name of School Counselor/Social Worker Involved: _____

Other School Personnel Involved: _____

Outside Agencies Involved: _____

Name of Person Compiling Documentation

Date