



Together... We Build Tomorrow!

CLINT INDEPENDENT SCHOOL DISTRICT

Truancy Plan for Unexcused Absences

Unexcused Absence	Attendance Clerk	Assistant Principal	Truancy Officer	CIS	Principal
1st Absence	Call Parent				
2nd Absence		Call Parent			
3rd Absence*	Campus Warning Letter Issued		Letter hand delivered		
4th Absence		Meeting with Parent			
5th Absence		Refer parent to truancy intervention program and create a Behavior Improvement Plan			
6th Absence				Provide Mandatory parenting classes	
7th Absence					Meeting with the student and parent
8th Absence	Campus Warning Letter Issued		Letter hand delivered		
9th Absence	Contact Parent	Continue with Behavior Improvement Intervention Plan		Follow up by CIS report to principal	
10th Absence		Contact parent. Submit truancy referral requesting court submission	Files criminal case against the parent		

- Students have 48 hours to clear unexcused absences. After 48 hours the absence is to remain unexcused unless approved by administration.
- Unexcused absences are accumulative from the beginning of the school year through the end of the school year.

* Three or more days or parts of days within a four week period; ten in a six month period.