** District of Columbia Superior Court**

Truancy Referral Form

 Date:    /   /

1. School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Attendance Counselor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendance Counselor Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Information**

1. Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is the student a special education student? [ ] Yes [ ] No (if yes, attach IEP)
3. Is there a social worker or case manager assigned to this student? (i.e. CFSA, school social worker, neighborhood collaborative, DMH or other agency) [ ] Yes [ ] No [ ] Unknown
	1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Does the student have a probation officer? [ ] Yes [ ] No [ ] Unknown
5. Student has been truant from school for \_\_\_\_ days between \_\_\_/\_\_\_/\_\_\_\_\_\_ and \_\_\_/\_\_\_/\_\_\_\_\_\_. Student has been absent an additional \_\_\_\_ days excused and \_\_\_\_ days due to suspensions. *Note: Student must have missed a minimum of* ***15*** *days without a valid excuse to be considered for petitioning.*
6. Which interventions has the school attempted with the parent/guardian?

[ ] Phone call

[ ] Letter

[ ] Certified letter

[ ] In-person conference

[ ] Attendance intervention plan

[ ] SST or Attendance Committee meeting

[ ] Referral to in-school resource (ie counselor)

[ ] Referral to community organization

[ ] Home visit

[ ] Referral to CFSA

For **all** interventions checked, please attach documentation. Where not checked, please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Social History (include any information about the student’s personal history, family composition, and other important information not captured elsewhere in this referral):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Attendance History (include any information regarding student’s history of attendance and known reasons for absence. List school, year, and number of unexcused absences as available):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family Information**

1. Mother/Legal Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lives with student: Y / N

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Father/Legal Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lives with student: Y / N

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If not living with mother/father/legal guardian, living with:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Siblings:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | DOB | School | Grade | School ID |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Attendance Counselor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please mail completed packets to:**

*(for cases against parent: ages 5-12)*

Rachele G. Reid

Office of the Attorney General

Public Safety Division

Juvenile Section

441 4th Street, NW, Suite 1060-North

Washington, DC 20001

*(for cases against child: ages 13-17)*

Vonda Frayer

Supervisory Probation Officer- Intake Unit I

Court Social Services

District of Columbia Superior Court

500 Indiana Avenue, NW, Room 4206

Washington, DC 20001

**District of Columbia Superior Court**

Truancy Referral Checklist

**Directions**: Please check the following items for inclusion in the Truancy Referral and attach this sheet to Truancy Referral Form.

**School/Student Information**

[ ] District of Columbia Superior Court Truancy Referral Form

[ ] Student Enrollment Form

[ ] DC Residency Verification Form

[ ] Current Course Schedule with Teacher Names

[ ] Progress Report/Report Card

**Attendance**

[ ] Daily attendance record for current school year (certified true copy); include period attendance if applicable

[ ] Attendance intervention plan

[ ] Documentation of all attendance interventions checked on Truancy Referral Form (include date(s), person(s) conducting the intervention, person(s) in attendance, and detailed notes regarding the intervention/follow-up)

[ ] Phone call

[ ] Letter

[ ] Certified letter

[ ] In-person conference

[ ] Student Support Team or Attendance Committee meeting

[ ] Referral to in-school resource

[ ] Referral to community-based organization

[ ] Home visit

**Additional items**

[ ] SAT 9, DC-BAS, DC-CAS and/or other relevant test data (if available)

[ ] 504 Plan/Bi-lingual Education Plan (if applicable)

[ ] Individualized Education Plan (if student is enrolled in special education)

[ ] TANF/DHS Form (if applicable)

[ ] DC Housing Authority Verification Enrollment Form (if applicable)



**DC Superior Court Truancy Referral**

**Section 1:**

**School/Student Information**

(please place the following items in order behind this sheet)

[ ] District of Columbia Superior Court Truancy Referral Form

[ ] Student Enrollment Form

[ ] DC Residency Verification Form

[ ] Current Course Schedule with Teacher Names

[ ] Progress Report/Report Card



**DC Superior Court Truancy Referral**

**Section 2:**

**Attendance**

(please place the following items in order behind this sheet)

[ ] Daily attendance record for current school year (certified true copy); include period attendance if applicable

[ ] Attendance intervention plan

[ ] Documentation of all attendance interventions checked on Truancy Referral Form (include date(s), person(s) conducting the intervention, person(s) in attendance, and detailed notes regarding the intervention/follow-up)

[ ] Phone call

[ ] Letter

[ ] Certified letter

[ ] In-person conference

[ ] Student Support Team or Attendance Committee meeting

[ ] Referral to in-school resource

[ ] Referral to community-based organization

[ ] Home visit



**DC Superior Court Truancy Referral**

**Section 3:**

**Additional Items**

(please place the following items in order behind this sheet)

[ ] SAT 9, DC-BAS, DC-CAS and/or other relevant test data (if available)

[ ] 504 Plan/Bi-lingual Education Plan (if applicable)

[ ] Individualized Education Plan (if student is enrolled in special education)

[ ] TANF/DHS Form (if applicable)

[ ] DC Housing Authority Verification Enrollment Form (if applicable)