



Copy

**AUTAUGA COUNTY BOARD OF EDUCATION
OFFICE OF THE SUPERINTENDENT**

Excellence in Education

**SPENCE AGEE
SUPERINTENDENT**

**Early Warning Truancy Meeting
Attendance Law and Procedure Document for Parent/Guardian**

Take Notice, pursuant to the Code of Alabama, (1975) 16-28-16 that:

1. No valid reason for non-enrollment or nonattendance of your child/children has been found. State law, Code of Alabama (1975) 16-28-3, requires all children between the ages of six (6) to seventeen (17) attend school. It is your responsibility under the law to ensure the proper attendance of your child/children.
 2. If your child/children continue(s) to miss school without a valid excuse or good reason and intentionally, the school system is required by state law and school board policy to bring criminal prosecution against you.
 3. By direction of the Autauga County Juvenile Court, criminal charges for truancy may be sought against you as a parent/guardian if your child is between the ages of six and 12 years old. This juvenile court mandate will result in a warrant for your arrest requiring a bond of \$500 for release until juvenile court. The truancy petition involving the parent/guardian of children thirteen to 17 years old will go directly to the Autauga County Juvenile Court Office for processing, meeting times, and court determination.
 4. If a criminal prosecution occurs, you will be charged with violation of the Code of Alabama (1975) 16-28-12 & 12-15-111 (Contributing or causing the delinquency of a minor). This offense is punishable by a fine of up to \$100 or a sentence to hard labor for the county for a period not to exceed 90 days or both.
- Eleven (11) or more unexcused absences by a student will bring a truancy case review for legal action to the Autauga County Juvenile Court.

Parent Copy / Early Warning Truancy Meeting



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School Procedure for Student Truancy Reporting

1st Unexcused Absence - The school will notify the parent/guardian of the unexcused absence by telephone or letter. The school will retain documentation of the notification.

5th Unexcused Absence – The school will notify the parent/guardian by letter requesting a conference at school between the parent/guardian and an administrator or juvenile court representative to discuss the unexcused absences. The school will retain documentation of the notification.

7th Unexcused Absence – The school will notify the parent/guardian by letter of the 7th unexcused absence and that a truancy referral is being sent to the ACBOE Truancy Officer for intervention and juvenile court determination. The school will retain documentation of the notification and send the following items to the truancy officer:

- 1) Student profile sheet with valid mailing address and phone numbers
- 2) Attendance report on truant student from beginning of school to current date
- 3) Copies of all parent/guardian contact documentation to date regarding attendance
- 4) Parent/guardian identification – Picture ID or Driver License Copy

The school will continue to monitor and send unexcused absence updates on the referred student to the truancy officer at the central office. When juvenile court action is approved for a student age six to twelve, an attendance verification form will be sent to the school administrator for review and signature before a deposition is filed with the circuit clerk's office. Truancy charges will be considered at eleven or more unexcused absences.

(Aug. 2014)