



SERVICE FOR EDUCATIONAL EXCELLENCE

North Cook Regional Office of Education Student Attendance Referral Process

Each attendance referral is screened by North Cook Staff.

Student fits the criteria of a chronic truant outlined in the Illinois Compulsory Attendance Law

At least 3 interventions have been attempted by the school and a current student attendance report was submitted from the school's student information system.

Approved

Unable to process referral if interventions/attendance were not correctly submitted or if the student does not meet the chronic truant definition.

Attendance liaison (AL) is assigned to case.

A 90 day review is completed. If attendance improved the case is closed.

At least three attempts for first contact with student and family (calls, texts, emails)

(AL) will attempt home visits at three separate times.

(AL) will monitor attendance. A formal school conference will be scheduled with parent/guardian, student, school staff, and attendance liaison if the student accumulates an additional 5 unexcused absences post interventions. SASP will be reviewed.

(AL) will schedule a meeting with student and family in the school, home, or community to complete a (SRAS-R) and individualized (SASP)

(AL) will implement interventions as needed (case management, goal setting, connection to community resources, advocacy, supportive parent involvement) Home visits will be completed weekly/bi-weekly/monthly depending on risk level.

Ongoing support to student and family. Additional interventions and support implemented as needed