



educational service center  
*of Central Ohio*

# Attendance Services

## 2009-2010

### School Court Liaisons

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## Section A

### Attendance Intervention Services and Procedures

#### I. Identification of students who are not in full compliance with policies

- a. Excessive absences with questionable excuses
- b. Chronic or habitual truanancies without medical excuses
- c. Students out of school without a work permit
- d. Runaway students
- e. Students who are deemed “missing” due to no request for school records from current school
- f. Students out of school on a work permit but no longer employed

#### II. Truancy Referral Procedures

- a. **3 Days** - When the student has accumulated three (3) days of unexcused absences from school, the **principal or designee** should send the parents a **warning letter**.
- b. **4 Days** - When the student has accumulated four (4) days of unexcused absences, the **principal or designee** should **meet with the parents** and recommend strategies for improving attendance, which might include counseling, mentor relationships, or community/agency interventions.
- c. **5 Days** - When the student has accumulated five (5) days of unexcused absences, **send Attendance Referral Form (via email)** to one of the ESCCO School Court Liaisons, who will schedule a Due Process Hearing with the student and parents. The hearing will be scheduled to take place approximately one week after the Attendance Referral Form is received to allow parents enough time to make arrangements with their employers.
- d. **Early Intervention** - In order to achieve effective and efficient results, it is very important for the school to **provide referrals to ESCCO School Court Liaisons as early as possible**.
- e. **The Attendance Referral Form must be filled out as completely as possible** and sent to ESCCO School Court Liaisons (again via email). Computer attendance printouts are necessary but will **not** be considered a formal referral without a referral form.
- f. Submission of supporting documentation such as copies of letters sent to parent(s), and any other backup information is helpful and strongly encouraged.
- g. After each Due Process Hearing at the ESCCO office, a Hearing Report Form will be emailed to the school so it may be included in the student’s file for the academic year.
- h. After the student has returned to school, following the Due Process Hearing, the student’s attendance will be monitored by the School Court Liaisons.
- i. If the student’s absences continue, the ESCCO will engage in the following interventions as necessary:
  - I. Phone calls to the home
  - II. Letters to the home

- III. Driver-permit / license suspension
- IV. File truancy charges with the Juvenile Court

### III. Truancy and Educational Neglect Court Filing Procedures:

- a. Should the truancy problem persist, the ESCCO School Court Liaisons **will initiate court action once the student accumulates 15 unexcused absences.** This complaint will bring the parent/guardian and student before the court for disposition.
- b. Students age 9 and under will be filed under "Educational Neglect." The Educational Neglect filing will cause the family to appear in court usually within 10 days. Students age 10 and over will be filed under "Truancy" which takes approximately one month to reach the preliminary hearing stage, and two additional months to reach Disposition.
- c. Following each appearance in Juvenile Courts, a Hearing Report Form will be sent via email from the ESCCO School Court Liaisons. The form will detail the court action. School Court Liaisons do not usually attend Preliminary Hearings in the Juvenile Detention Center.
- d. Please be advised that the court does not address the issues of **excessive (excused) absence or tardiness.** The ESCCO will attempt phone calls, letters and/or Due Process Hearings (for severe cases) for students who experience excessive (excused) absence or tardiness.
- e. In instances where court action is to be initiated against a student, each of the following documents is **requested by the court and should be submitted to the ESCCO School Court Liaisons** by the student's school:
  - I. Attendance Referral Form
  - II. A computerized update of attendance for the current year
  - III. Attendance records for the previous two years
  - IV. A copy of the student's most recent grade card
  - V. Copies of the student's birth certificate and social security card
  - VI. Copies of correspondence the school may have sent to the parents
  - VII. Copies of excuses provided by the parents
  - VIII. Copies of warning letters sent by the school
  - IX. A Copy of a request for conference
    - 1. If a DPH is held, a copy of the citation will be provided by the ESCCO
  - X. A picture of the student

## **Section B**

### **Additional Services**

#### **I. Online form access**

- a. All forms necessary to initiate ESCCO School Court Liaison attendance services are available online. Please see Section D for instructions.

#### **II. Residency Verification Procedures**

- a. If you suspect a student does not reside at the address that you have on file, complete a Residency Verification Form and submit it to the School Court Liaisons.

#### **III. Missing Child Referral Procedure**

- a. In accordance with the Missing Children Act of 1985, the ESCCO helps file referrals for missing children with the Attorney General's Office.
- b. Complete a Missing Child Referral Form. Once the Missing Child Referral Form is completed, it should be emailed to the School Court Liaisons who will conduct a residency check. If the child cannot be located, the Court Liaisons will sign the form and send it to the Attorney General's Office.
- c. Before school personnel complete a Missing Child Report, all attempts to locate the child should be made by including calling all contact and emergency numbers.
- d. Once the form has been submitted to the Attorney General's Office, no response will be received by school personnel or School Court Liaisons.
- e. If the missing child is located, the School Court Liaisons should be notified, and they will relay this information to the Attorney General's Office.

#### **IV. Driver License Suspension**

- a. Students age 14 or older who accumulate 15 days of verified trancies may be referred to the Ohio Bureau of Motor Vehicles for suspension or denial of their licenses or permits.
- b. After a student has accumulated 15 unexcused absences, ESCCO School Court Liaisons may proceed with the Ohio Bureau of Motor Vehicle (BMV) notification without a formal court disposition
- c. The BMV will notify the parent/guardian and student of the suspension. The student will **not** receive his/her license until age 18 without a formal request from the school indicating full compliance with attendance policies.
- d. Suspension of the driver's license shall be terminated if: 1) student is 18 years old; 2) student produces evidence of a high school diploma or G.E.D.; 3) superintendent of school district informs the Registrar that the student was suspended in error; 4) when the student demonstrates three months of full compliance with school expectations; or 5) student files a petition in court and court finds student showed error in action taken by the Registrar.
- e. School Court Liaisons can prepare and send the form for reinstatement of the driver's license. A reinstatement fee of \$30.00 must be paid to the Ohio Bureau of Motor Vehicles.

## **V. Home Education Follow-up**

- a. School Court Liaisons make home visits when previously home educated students fail to re-enroll in home education and are not currently enrolled in the local district.

## **VI. Virtual Learning Follow-up**

- a. Upon request, School Court Liaisons will investigate when virtual education students fail to login and finish lessons for an extended period of time.

## **VII. Telephone Questions**

- a. School Court Liaisons answer questions from school personnel regarding attendance laws and procedures. In an effort to provide the most complete and accurate answers to inquiries received, the School Court Liaisons often consult the Ohio School Boards Association's attorneys for their interpretations and advice.

## **VIII. Recommendations**

- a. Suspension for truancy **must not occur after** the school has decided to make a formal truancy referral with the intention of court intervention. If the student continues to be out of school due to the refusal of the school to allow attendance as a penalty for non-attendance, the court will NOT consider the filing worthy.
- b. Please feel free to call the caseworker and/or probation officer whose name may be included in the Hearing Report sent to your office. In the event of deterioration of student's attendance after the student has been seen in court, ESCCO School Court Liaisons are in a position to file a formal motion to have the student returned to court upon your notification to us.
- c. Immediately, notify the local police when a felony occurs.
- d. If a student withdraws from school before age 18, ESCCO School Court Liaisons may request proof that an Age and Schooling Certificate has been issued.
- e. It is the recommendation of ESCCO School Court Liaisons that all attendance secretaries create a computer folder of all e-mailed reports received from School Court Liaisons.

## Section C

### Terminology

#### I. Commonly Used Court Terms

- a. **Due Process Hearing** – Parent and child are summoned to appear at the Educational Service Center of Central Ohio through a formal citation. On this occasion, information is gathered and the hope is to come up with an agreement to avoid a referral to Juvenile Court. Students less than 10 do not need to attend.
- b. **Habitual Truant** – Any child of compulsory school age who is absent without legitimate excuse from school for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in one school year.
- c. **Chronic Truant** – Any child of compulsory school age who is absent without legitimate excuse school the child for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.
- d. **Delinquent Minor** – Any child who is chronically truant from school is deemed to be a delinquent minor. A charge of being a delinquent minor may remain on the juvenile's record until the minor child requests that it be expunged.
- e. **Unruly Minor** – Any child who does not submit to the reasonable control of the child's parent(s), teacher(s), guardian(s), or custodian(s), by reason of being wayward or habitually disobedient. A charge of being an unruly minor may remain on the juvenile's record until the minor child requests that it be expunged.
- f. **Status Offender** – Any minor found to be guilty of an offense which, if the same act was committed by an adult, would not be considered a violation of the law, such as home truancy, school truancy or curfew violations.
- g. **Preliminary Plea Hearing** –The purpose of the hearing is for a magistrate to determine whether there is sufficient information to proceed with the complaint, and to allow the child to admit or deny the complaint. If a denial is entered by the child or the child's attorney, a trial date will be scheduled.
- h. **Adjudication Hearing** –The purpose of the hearing to determine whether the allegations of the complaint are proven.
- i. **Dispositional Hearing** – Typically takes place immediately following the Adjudication Hearing. The purpose of these hearings is to hear evidence on the question of what plan will be in the best interest of the child.
- j. **Motion** – This is a formal request for the Magistrate to review an original order of the court. Typically motions are made due to non-compliance of the minor with a former order of the court.

## II. Potential Dispositions of the Court

- a. **Closing of the Case** – The court may at any level of hearings choose to close the case without prejudice. Without prejudice means the same child may be adjudicated in front of the same court for the same offense. Cases may be closed if there is an error in the original complaint. Cases may also occur if the child has shown evidence of improvement.
- b. **Order of Removal** – The child is held in custody by Juvenile Court until Franklin County Children’s Services has prepared a “case plan” for placement. The case plan must be approved by the court.
- c. **Probation** – The Juvenile Judge may place the child on three to six months of probation during which time the child must comply with specified directives of the court.
- d. **TCC** (Temporary Court Commitment) – The child is placed out of the home, and in the custody of Franklin County Children’s Services.
- e. **TOC** (Temporary Order of Custody) – According to the state laws, if there is a TOC in the dispositional hearing against the minor, the child must be placed outside of the home and made a ward of the court. This placement may be to an appropriate agency or with a relative of the family. A probation officer may be assigned.
- f. **TOPS/COPS** (Temporary Order of Protective Services) or COPS (Court Ordered Protective Services) - These orders allow Franklin County Children’s Services formal intervention with the child and his/her family including, but not limited to, ongoing counseling with that agency or another appropriate agency. A child at this level of custody may remain at home and attend the local school. A caseworker is assigned at this time.

## Section D

### Forms

#### I. Attendance Services - Online Form Access:

- a. Go to [www.escofcentralohio.org](http://www.escofcentralohio.org)
- b. Click on "Support Services" at the top of the page
- c. Click on the link that says "School Court Liaison/Attendance Services"
- d. You will see:
  - i. Absence Referral Form
  - ii. Missing Child Referral Form
  - iii. Residency Verification Form
  - iv. Home Education Follow-up Form
- e. Open the desired document and save it to a folder on your computer for easy access and future referrals.
- f. Once you save the document to your computer, you can type the student's information on the form, save it to a separate file on your computer and email it directly to the School Court Liaison.

Should you have any questions or concerns, please contact the following individuals.

John Bender	614.542.4135	<a href="mailto:john.bender@escoco.org">john.bender@escoco.org</a>
Mindy Farry	614.753.4644	<a href="mailto:melinda.farry@escoco.org">melinda.farry@escoco.org</a>
Robbi Spanoudis	614.753.4643	<a href="mailto:robbi.spanoudis@escoco.org">robbi.spanoudis@escoco.org</a>
Flo Burke	614.542.4126	<a href="mailto:flo.burke@escoco.org">flo.burke@escoco.org</a>
Pat Conley	614.542.4150	<a href="mailto:pat.conley@escoco.org">pat.conley@escoco.org</a>



**THIS FORM IS DESIGNED TO BE COMPLETED ELECTRONICALLY**

**School Truancy (10 and above)**    
  **Educational Neglect (9 and under)**  
 **Excessive Absence/Tardy**    
  **New**    
  **Re-file**    
 Date \_\_\_\_\_

**STUDENT INFORMATION:**

Student's Full Name					Student Goes By		Social Security #	
D.O.B.	Age	Race Choose:	Height	Weight	Hair Color Choose:	Eye Color Choose:	Sex Choose:	

**ADDRESS INFORMATION:**

Street Address		City, State Zip		Home Phone
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**SCHOOL INFORMATION:**

School District Choose:	School Building	Hm.Rm. /Teacher Full Name	Grade Choose:	Pupil #	Enrollment Date
Previous School Attended #1		Date Range Attended # 1			
Previous School Attended #2		Date Range Attended #2			

**ADDITIONAL INFORMATION:**

Caseworker and Agency	Phone	Driver's License #	
Probation Officer	Phone	Employer	

**PARENT/GUARDIAN INFORMATION:**

Relationship	Address	City, State, Zip	Home Phone	Work Phone
<u>Mother</u>				
<u>Father</u>				
<u>Stepmother</u>				
<u>Stepfather</u>				
<u>Custodian</u>				

<b>CHILD RESIDING WITH:</b> Relationship Choose:	Information same as above	Name
	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Address	City, State Zip	Home Phone	Work Phone
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**ATTENDANCE INFORMATION:**

- PLEASE SUBMIT CURRENT ATTENDANCE RECORDS
- TRUANT ABSENCES COUNT AS UNEXCUSED ABSENCES

	Excused	Full Day Unexcused	Partial Day Unexcused	Tardy	Suspended
Current Year					
Previous Year					

**WITNESS INFORMATION:**

	Name	Address	Phone
Record Keeper			
Teacher			
Principal			
Social Worker			
Other			

**CONTACT INFORMATION (SCHOOL REPRESENTATIVES THE ESC SHOULD CONTACT):**

	Attendance Secretary	Administrator
Name		
Phone Number		
Email Address		

Who takes actual attendance for this student, i.e., teacher/administrator full name?

\_\_\_\_\_

Describe attempts made to address **this student's** attendance problems in detail (include names and dates).

\_\_\_\_\_

Please state additional information pertinent to the school truancy complaint and what impact failure to attend school has had on this child.

\_\_\_\_\_

**IMPORTANT**

**Should it be necessary to file Truancy or Educational Neglect charges with the Franklin County Juvenile Court, please be prepared to provide the following:**

**Child’s Picture**

**School attendance policy provided to parent(s)**

**Attendance Records**

**Verification of truancy notice provided to parent(s) (warning letter)**

**Child’s report card**

**Copy of request for conference  
(If a DPH is held, a copy of the citation will be provided by the ESC)**

**Copy of child’s birth certificate**

**Copies of excuses provided by parent(s)**

**Correspondence to the parent(s)**



## Missing Child Referral

*(Pursuant to the Missing Children Act of 1985)*

Date of Report: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_  
 Child's Address: \_\_\_\_\_  
 School System: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Grade: \_\_\_\_\_  
 SS#: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Sex: \_\_\_\_\_  
 Race: \_\_\_\_\_  
 Child Last Resided With: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Phone: \_\_\_\_\_

<b>Mother:</b> _____	<b>Father:</b> _____
Address: _____	Address: _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____

**Legal Custodian:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
 Address: \_\_\_\_\_

Additional Information:

Referring Agency: Educational Service Center of Central Ohio  
 2080 Citygate Drive  
 Columbus, OH 43219  
 614.445.3750

Contact Person:

Robbie Spanoudis p: 614.753.4643 Robbi.Spanoudis@fcesc.org	John Bender p: 614.542.4135 John.Bender@fcesc.org	Melinda Farry p: 614.753.4644 Melinda.Farry@fcesc.org
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## Residency Verification Form

Referral Source and Title: \_\_\_\_\_  
 School System: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Name of Student: \_\_\_\_\_  
 Grade: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Address Provided: \_\_\_\_\_  
 Parent/Guardian Names: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Referral Date: \_\_\_\_\_

Response Date: \_\_\_\_\_

Reason for referral and any background information:

\_\_\_\_\_

Comments:

**Office Use Only**

Resident

Non-resident

Unconfirmed

School/Court Liaison: \_\_\_\_\_

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*of Central Ohio* Serving Delaware, Franklin & Union Counties

**School-Court Liaisons**

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**Home Education Follow-Up**

Referral Source and Title: \_\_\_\_\_  
 School System: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Name of Student: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Address Provided: \_\_\_\_\_  
 Parent/Guardian Names: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Referral Date: \_\_\_\_\_  
 Response Date: \_\_\_\_\_

Comments:

School-Court Liaison: \_\_\_\_\_

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May 22, 2008

Ms. Melissa Doe  
5085 Columbus Street  
Canal Winchester, OH 43110

Re: Excessive Absences

Dear Ms. Doe:

It has come to the attention of this office that *Jane Doe*, a juvenile of compulsory school age, has accumulated an excessive number of absences from her academic program at *Indian Trail Elementary School*. This high rate of absence has raised concerns for the Educational Service Center of Franklin County's School/Court Liaisons, as well as, *Canal Winchester Local School* officials. Our records reflect that *Jane Doe* was absent on the following dates:

*January 16, 2008; February 5, 2008; March 11, 2008; March 20, 2008; April 2, 2008; April 9, 2008; April 25, 2008; April 30, 2008; May 9, 2008; May 16, 2008; May 19, 2008; May 20, 2008; and May 21, 2008*

Please be advised that your child is required to attend school regularly in order to comply with the attendance policies of the school district, as well as, the laws of the State of Ohio (O.R.C. 3321 et seq.). As pursuant to the laws of the State, it is the responsibility of the parent to ensure that a child of compulsory school age, as defined by O.R.C. section 3321.01, attend school for the full time the school or program attended is in session.

Evidence indicates there is a direct correlation between a child's attendance and ultimate academic success. It is the goal of *Canal Winchester Local Schools*, as well as, this office to work with you to ensure your child has the best opportunity to succeed in her educational pursuits. Should there be special circumstances relevant to your child's attendance, it is best to address those issues with school officials.

Best Regards,

*John Bender*

John Bender  
School/Court Liaison  
Educational Service Center of Franklin County

## Section E

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