

This form is designed to be completed electronically.

School Truancy (10 and above) **Educational Neglect (9 and under)**

Level 2 or 3 please specify **New** **Re-file** **Date** _____

Student Information:

Student's Full Name			Student Goes By	
D.O.B.	Age	Race 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
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Additional Information:

Caseworker and Agency	Phone				
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>				

Child Residing With:

Relationship Choose:	Information same as above <input type="checkbox"/> YES <input type="checkbox"/> NO	Name	
Address	City, State Zip	Home Phone	Work Phone

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)	

ESCCO Attendance Services

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