

## Eaton RESA Truancy Pre-referral Checklist

Note: These steps are *not* necessarily sequential and may occur simultaneously. Highlighted steps are mandatory for submitting a case to the Prosecuting Attorney for Court intervention.

Date Occurred	Required Actions prior to Referral	Comments
	CA 60 reviewed-IEP and Behavior Plan noted, special assistance needed and noted, tutoring or mentoring noted, counseling intervention noted, MTSS tier intervention identified	
	Warning letter sent to parents by school informing the imminent referral to Truancy	
	Second warning letter sent to parents by school	
	Third warning letter sent to parents by school	
	Phone call(s) to parent(s) where discussion occurred (other than voice mail messages)	
	Meeting with parents and school officials and student (if age appropriate – 11 or older)	
	Discussion(s) with parent(s) documented and available for court review if requested	
	Counselor involvement documented	
	Eaton County residence has been verified using Mapquest or other county delineated map	
	<b>Truancy Referral Form</b> faxed with attendance, grades, intervention efforts (warning letters, success plan) and this checklist attached	
	Meeting held with TIP Coordinator, school official, parent and student (if age appropriate and applicable)	
	Appropriate building official familiar with case available for court hearing if requested	