

OFFICE OF  
**Dennis P. Will**  
PROSECUTING ATTORNEY  
LORAIN COUNTY, OHIO

**SCHOOL TRUANCY REFERRAL FORM**

DATE \_\_\_\_\_

**Child's Name** \_\_\_\_\_  
 Child's DOB \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Child's SSN \_\_\_\_\_  
 Child's Address \_\_\_\_\_ City \_\_\_\_\_  
**Mother's Name** \_\_\_\_\_ SSN \_\_\_\_\_  
 Mother's Address \_\_\_\_\_ City \_\_\_\_\_  
 Mother's DOB \_\_\_\_\_ Mother's Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_  
**Father's Name** \_\_\_\_\_ SSN \_\_\_\_\_  
 Father's Address \_\_\_\_\_ City \_\_\_\_\_  
 Father's DOB \_\_\_\_\_ Father's Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_  
**Caretaker's Name** \_\_\_\_\_ SSN \_\_\_\_\_  
 Caretaker's Address \_\_\_\_\_ City \_\_\_\_\_  
 Caretaker's DOB \_\_\_\_\_ Caretaker's Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

**School** \_\_\_\_\_  
 Address of School \_\_\_\_\_ CITY \_\_\_\_\_  
 School Phone Number \_\_\_\_\_  
**School Truancy/Liaison Officer** \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Phone Number of Contact \_\_\_\_\_  
 Summer Address \_\_\_\_\_ City \_\_\_\_\_  
 Summer Phone Number \_\_\_\_\_

**ATTENDANCE RECORD**

Number of School days scheduled this school year to referral date \_\_\_\_\_  
 Number of **EXCUSED ABSENCES** to referral date \_\_\_\_\_  
 Number of **UNEXCUSED ABSENCES** to referral date \_\_\_\_\_  
**(Must have 15 unexcused absences in school year, 7 consecutive absences, or 10 absences within 30 days)**  
 Date of last face-to-face contact with the child by school personnel \_\_\_\_\_  
     Location of contact \_\_\_\_\_ Personnel's Name \_\_\_\_\_  
 Date of last face-to-face contact with parent/guardian/caretaker \_\_\_\_\_  
     Location of contact \_\_\_\_\_ Personnel's Name \_\_\_\_\_

**Child's History of Absences (CIRCLE CURRENT GRADE)**

	K	1	2	3	4	5	6	7	8	9	10	11	12
Number of Absences	_____												

**SCHOOL ACTIONS TO CORRECT TRUANCY**

**HOME VISITATIONS**

DATE: \_\_\_\_\_ CONTACT MADE WITH: \_\_\_\_\_  
BY SCHOOL EMPLOYEE: \_\_\_\_\_  
OUTCOME OF VISIT: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_ CONTACT MADE WITH: \_\_\_\_\_  
BY SCHOOL EMPLOYEE: \_\_\_\_\_  
OUTCOME OF VISIT: \_\_\_\_\_

\_\_\_\_\_

**SCHOOL CONFERENCES** (List full name and position of all in attendance)

DATE: \_\_\_\_\_ ATTENDED BY: \_\_\_\_\_

\_\_\_\_\_

OUTCOME: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_ ATTENDED BY: \_\_\_\_\_

\_\_\_\_\_

OUTCOME: \_\_\_\_\_

\_\_\_\_\_

IF NO HOME VISITATIONS OR SCHOOL CONFERENCES WERE COMPLETED, PLEASE EXPLAIN WHEN AND HOW ATTEMPTS WERE MADE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe the child's current education program (i.e., regular, advanced, learning disabled, vocational, etc.), course load (subject areas, required hours of attendance, etc.), and grade performance.

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State why you believe this child is not attending school as required by law (i.e. - outside employment, other outside interests, bored with school, discouraged with inability to perform work, pregnancy, child care responsibilities, etc.).

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What excuses has the child/parent submitted as excused absences that were determined to be unexcused by the school?

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What is the parent's/caretaker's attitude concerning the child's lack of attendance?

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What is the child's attitude concerning his/her lack of attendance?

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To the best of your knowledge, is this child on probation to the Court?

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If yes, was the probation officer made aware of the truancy and what were the results of the child's contact with the probation officer?

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**THE PROSECUTOR AND COURT SHOULD CONTACT THE FOLLOWING PERSON/OFFICE TO UPDATE THE CHILD'S ATTENDANCE:**

\_\_\_\_\_ Full Name/Office

\_\_\_\_\_ Position

PHONE NUMBER \_\_\_\_\_

\_\_\_\_\_ **Signature Principal/Assistant Principal**

\_\_\_\_\_ Print Name of School Official to be Present for Hearings

\_\_\_\_\_ Address of Person Attending Hearings (For Notices)

\_\_\_\_\_ Summer Address of Person Attending Hearings (For Notices)

\_\_\_\_\_ Name and Title of Person Completing Referral Form

Phone Number: \_\_\_\_\_

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

**PLEASE ATTACH CURRENT ATTENDANCE SUMMARY**