

## Checklist for Parent Contributing to Non-Attendance Ed. 25.093

School: \_\_\_\_\_ Contact: \_\_\_\_\_

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

|   |                                 |              |            |   |             |              |            |
|---|---------------------------------|--------------|------------|---|-------------|--------------|------------|
| <b>Parent/Guardian Name:</b>  | <b>Child's Initials</b>         |              |            |   |             |              |            |
| <b>Address:</b>   | <b>Address (if different):</b>  |              |            |   |             |              |            |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>City</b></td> <td style="width: 33%;"><b>State</b></td> <td style="width: 33%;"><b>Zip</b></td> </tr> </table> | <b>City</b>                     | <b>State</b> | <b>Zip</b> | <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>City</b></td> <td style="width: 33%;"><b>State</b></td> <td style="width: 33%;"><b>Zip</b></td> </tr> </table> | <b>City</b> | <b>State</b> | <b>Zip</b> |
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| <b>City</b>   | <b>State</b>                    | <b>Zip</b>   |            |   |             |              |            |
| <b>DOB:</b>   | <b>Student's DOB:</b>           |              |            |   |             |              |            |
| <b>Phone: (    )</b>  |                                 |              |            |   |             |              |            |
|   | <b>Student ID # (if known):</b> |              |            |   |             |              |            |

- The parent's child was at least 6 years and under 19 years of age when all truant conduct occurred or on enrollment of child in prekindergarten or kindergarten
- Student's Parent/Guardian was notified student has been absent from school without excuse on three or more days or parts of days within a four-week period. *(Please attach copy of written notice)*
- Student missed 10 or more days or parts of days within a six-month period in the same school year. *(Please attach attendance record)*
- The parent's child engages in truant conduct not related to pregnancy, being in a state foster program, being homeless, or being the principal income earner for student's family.

**The school has initiated truancy prevention measures and has taken all of the following actions:**

- (A) A behavior improvement plan signed by an employee of the school that the school has made a good faith effort to have signed by the student and the student's parent/guardian and must include: *(Please attach behavior improvement plan)*
  - A specific description of the behavior that is required or prohibited for the student
  - The period for which the plan will be effective, not to exceed 45 school days after the effective date
  - The penalties for additional absences, including disciplinary action or referral to truancy court
- (B) School-based community service with child and parent *(Please attach documentation)*
- 2. Refer the student and parent to counseling, mediation, mentoring, community-based services, or other in-school or out-of-school services aimed at addressing the truancy *(Please attach documentation)*

The student **is/is not** (circle one) eligible for or receives Special Education Services under *Subchapter A, Chapter 29*. The Truancy Prevention measures failed to meaningfully address the student's school attendance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date