

Miami-Dade County Public Schools
TRUANCY INTERVENTION PROGRAM
Secondary Schools



2008-2009

Attendance Services
489 East Drive
Miami Springs, Florida 33166
(305) 883-5323



Miami-Dade County Public Schools

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INTRODUCTION

Truancy refers to students' unexcused absences from school. Any school absence – excused or unexcused – as well as missed classes and tardy arrivals can affect students negatively. Truancy affects students of all ages, from all types of communities and socioeconomic backgrounds. Truancy costs students more than their education; it costs them their future.

In accordance to the Florida Statute 984.03 (see EXHIBIT #2, Page 29), reference section (27) "Habitually truant" means that the child has 15 unexcused absences within 90 calendar days with or without knowledge or justifiable consent of the child's parent or legal guardian, is subject to compulsory school attendance under s. 1003.21 (1) and (2)(a), and is not exempt under s. 1003.21(3), (see EXHIBIT #3, Page 34) s. 1003.24 (see EXHIBIT #4, Page 38), or any other exemptions specified by law or the rules of the State Board of Education.

Attendance Services oversees the truancy intervention program for secondary schools by providing assistance to schools that wish to refer students who meet truancy criteria to a designated social service agency after providing required escalating services. The two social service agencies which serve Miami-Dade County Public Schools are Miami Bridge Youth And Family Services, Inc. or Center For Family And Child Enrichment, Inc. The primary goal of the program is to work with parents and encourage them to be more responsible for ensuring their child's attendance.

The intent of this document is to assist secondary school staff in processing truancy referrals. Listed below are the seven sections in this document:

- I. **REQUIRED SERVICES**
- II. **OPTIONAL SERVICES**
- III. **SUMMARY OF TRUANCY PROCEDURES**
- IV. **ATTENDANCE SERVICES RESPONSIBILITIES**
- V. **REQUIRED ATTACHMENTS**
- VI. **OPTIONAL ATTACHMENTS**
- VII. **EXHIBITS**

Prior to submitting a truancy referral escalating services must be administered.

The **required escalating services** are to be documented through the following:

- a. Written Notice to Parent(s)/Guardian(s)
- b. Truancy Child Study Team Committee Meeting and Report
- c. Educational Counseling Form
- d. Daily Attendance Screen
- e. Consent Form for Mutual Exchange of Information

The **optional escalating services** can be documented through the following:

- a. Truancy Home Visit
- b. Attendance Agreement
- c. Secondary Schools Daily Progress Report
- d. Other Pertinent Documentation

It is the hope of staff in Attendance Services that these procedures will assist you in preparing the truancy packets for the truancy intervention program for secondary schools. The procedures delineates the process secondary schools should follow regarding truant student(s). Should you require additional assistance implementing the truancy intervention program, please call Attendance Services at 305-883-5323.

I. REQUIRED SERVICES

1. Written Notice to Parent(s)/Guardian(s)

After a student has had a minimum of five (5) unexcused absences within a calendar month. Parent(s)/guardian(s) of the student's must be advised of the unsatisfactory absences and the school must begin to provide services to prevent the truancy referral.

After fifteen (15) unexcused absences within a ninety (90) calendar day period (3 consecutive months), the school principal or designee must give written notice to the student's parent(s) or guardian(s).

- a. Written notice must be given to the parent(s)/guardian(s) for signature **or** may be sent via Certified Mail, Return Receipt Requested. This written notice (**see Attachment A**) will request attendance of the parent(s)/guardian(s) at a **"Truancy Child Study Team"** meeting to discuss the attendance problem and identify potential remedies.
- b. A copy of the signed notification letter or U.S. Postal Services Certified Mail **"Domestic Return Receipt"** green card, PS Form 3811, signed either by the "Addressee or Agent," showing "Date of Delivery", must accompany the truancy referral packet (**see Attachment B**).

2. Truancy Child Study Team Committee Meeting and Report

The principal and/or designee will hold a Truancy Child Study Team (TCST) meeting with the parent(s)/guardian(s) on the date designated in the Truancy Child Study Team Letter (**see Attachment A**). The purpose of this TCST is to:

- a. Discuss the reason(s) for the student's absences.
- b. Identify and recommend potential remedies/interventions.
- c. Complete and sign TCST Committee Report. If the parent is not present, the form must be signed by three Team Members (**see Attachment C**).
- d. Enter "TL" code into the Student Case Management (SCM) System (**see EXHIBIT #1**).
- e. You may discuss and complete the **Attendance Agreement Form** with student and parent(s)/guardian(s). This agreement is optional (**see Attachment H**).

- f. Have parent(s)/guardian(s) sign **Consent Form for Mutual Exchange of Information (see Attachment F)**. In the event that the parent(s)/guardian(s) are not available to sign, provide a brief explanatory note. Such a notation will meet the requirement.
- g. Counsel students (even if over age 16) and/or parent(s)/guardian(s) of the benefits of completing high school.
- h. Truancy Child Study Team consist of:
 - Principal or designee
 - Social worker
 - Counselor
 - Other staff, as appropriate
 - Parent(s)/guardian(s)
 - Student (optional)

When scheduling the TCST, every effort should be made to accommodate and include the parent(s)/guardian(s). However, a TCST should not be rescheduled more than twice.

3. Educational Counseling

Education counseling, curriculum changes, enrollment in dropout prevention program and/or services should be provided in an attempt to resolve the truancy problem. If appropriate, a psychological evaluation should be recommended in order to assist in determining the specific condition, if any, that is contributing to the student's non-attendance truancy. If appropriate, discuss the utilization of the **Secondary Schools Daily Progress Report (see Attachment I)** as an **optional tool**.

The **Educational Counseling Form (see Attachment D)** is to be completed.

Once the minimum required escalating services have been provided and entered into the SCM system, and when all reasonable efforts to resolve the nonattendance have been exhausted, the principal or designee is ready to file a complaint of truancy. The following SCM codes must be entered:

- TL – Truancy Letter to Parent**
- TM – Truancy Child Study Team**
- RT – Referred to ATTD Secondary (ATTD – Attendance Services)**
- R3 – Referred to DJJ/Truancy (DJJ – Department of Juvenile Justice)**

II. OPTIONAL SERVICES

1. Home Visit

At the discretion of the Truancy Child Study Team (TCST), the school social worker visits the home and completes a **Truancy Home Visit Form (see Attachment G)**. If no one is home, the attempt should be noted on the form.

2. Attendance Agreement

The **Attendance Agreement Form (see Attachment H)** will commit the student, parent/guardian and the school representative that the student will attend school in accordance to Chapter 1003.21 f.s. (**see Exhibit #3**).

3. Secondary Schools Daily Progress Report

The **Secondary Schools Daily Progress Report (see Attachment I)**. This report will assist in monitoring the student's daily scholarship, effort, conduct and attendance progress.

III. SUMMARY OF TRUANCY REFERRAL PROCEDURES

Referral procedures for all secondary schools not involved in the Office of the State Attorney's Truancy Intervention Program denote escalating services, both required and optional, provided to students. The procedures are as follows:

REQUIRED–TRUANCY PACKET ATTACHMENTS

1. Written Notice to Parent(s)/guardian(s) – Attachments A & B
2. Truancy Child Study Team Committee Meeting and Report – Attachment C
3. Education Counseling Form – Attachment D
4. Daily Attendance Screen – Attachment E
5. Consent Form for Mutual Exchange of Information – Attachment F

OPTIONAL– TRUANCY PACKET ATTACHMENTS

1. Truancy Home Visit Form – Attachment G
2. Attendance Agreement – Attachment H
3. Secondary Schools Daily Progress Report – Attachment I
4. Other pertinent documentation

**Submit to:
Attendance Services
489 East Drive
Miami Springs, Florida 33166
Work Location 9028
Attention: TRUANCY**

IV. ATTENDANCE SERVICES RESPONSIBILITIES

Upon completion of all previously noted procedural steps, the corresponding forms and any other pertinent information are sent to:

Attendance Services
489 East Drive
Miami Springs, Florida 33166
Work Location 9028
Attention: TRUANCY

At this point, Attendance Services will:

1. Check each truancy referral packet to ensure that all required documentation is included and completed with the appropriate signatures; ensuring that the student has the requisite days of unexcused absences of 15 days within a 90 calendar day period (3 consecutive months).
2. Verify that the name of the student, I.D. number, date of birth, regional center, school and current grade assignment are properly recorded.
3. Enter a "Y" on the Integrated Student Information System (ISIS) screen entitled, **Legal and Foreign Student Information**, next to Truancy Option.
4. Generate letters to the parent(s)/guardian(s) of the students, informing them of the referral to a social service agency.
5. Return truancy referral packet to the school when incomplete or if the student does not meet referral criteria. A form explaining the deficiency will be attached.

A copy of the Truancy Referral Packet submitted to Attendance Services must be filed in the student's cumulative file.

APPENDICES



TRUANCY CHILD STUDY TEAM LETTER
(School Letterhead)
(Date)

Re: _____
(Student's Name)

(Student's I.D.)

Dear _____:

Please be advised that your child, _____, is not attending school regularly and has had a minimum of five (5) unexcused absences. Florida Chapter requires that a Truancy Child Study Team (TCST) meet with the parent/guardian to attempt to identify the reasons for your child's pattern of nonattendance and identify potential remedies. You and your child are requested to attend a meeting at your school with the TCST to discuss the reasons for your child's attendance problem. This meeting has been scheduled on _____ at _____ a.m./p.m. The meeting will be held at the school in _____.

Please note that School Board Rule 6Gx13-5A-1.041 states that "A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course will have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee."

Additionally, Florida Chapter 1003.24 states that each parent of a child within the compulsory attendance age shall be responsible for each child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section.

Florida Chapter 1003.27(7)(1) states that a parent who refuses or fails to have a minor student who is under his/her control attend school regularly shall be guilty of a misdemeanor of the second degree, punishable as provided by law.

Please contact _____ at _____ if you have questions concerning this serious matter or if you require further assistance regarding your child's school attendance.

Sincerely,

Principal

HAND DELIVERED ON _____ BY _____
(Date) (Signature)

(Parent/Guardian Signature)

_____ CERTIFIED MAIL RETURN RECEIPT REQUESTED

SENT ON _____ BY _____
(Date) (Signature)



CARTA DEL EQUIPO DE ESTUDIO DE AUSENTISMO ESCOLAR DE MENORES
(Membrete de la escuela)
(Fecha)

En referencia a: _____
(Nombre del/de la estudiante)

(Número de identificación del/de la estudiante)

Estimado/a:

Por este medio, le comunicamos que su hijo/a _____ no está asistiendo a clases regularmente y ha tenido un mínimo de cinco (5) ausencias injustificadas. Los Estatutos de la Florida requieren que un Equipo de Estudio de Ausentismo Escolar de Menores (Truancy Child Study Team o TCST, por sus siglas en inglés) se reúna con el padre/la madre/el tutor/la tutora a fin de intentar identificar las razones del patrón de la ausencias e identificar remedios potenciales. Por lo tanto, se requiere que usted y su hijo o hija asistan a una reunión con el equipo de estudio para discutir las causas del problema de ausentismo de su hijo o hija. Dicha reunión está programada para el _____ a las _____ a.m./p.m. La reunión tendrá lugar en la escuela en _____.

Por favor, tenga en cuenta que la Regla de la Junta Escolar 6Gx13-5A-1.041 estipula que: "Un estudiante que acumule diez (10) o más ausencias a clases injustificadas en un curso anual o cinco (5) o más ausencias injustificadas en un semestre estará sujeto a que se le retengan sus calificaciones trimestrales, semestrales y finales, pendientes de una investigación administrativa y de la realización de las actividades prescritas por el Comité de Análisis de la Asistencia a Clases".

Además, el Estatuto de la Florida 1003.24 estipula que todos los padres de niños en las edades de asistencia a clases obligatoria son responsables de la asistencia a clases de su hijo o hija, según requiere la ley. La ausencia a clases de un niño o niña constituirá prueba suficiente de una violación de dicha sección.

El Estatuto de la Florida 1003.27(7)(1) estipula que el padre o tutor que se rehúse a que un niño o niña bajo su cuidado asista a clases regularmente, será culpable de un delito menor de segundo grado penado por la ley.

Si tuviese preguntas en cuanto a este grave asunto o necesite más ayuda con respecto a las ausencias a clases de su hijo o hija, por favor, comuníquese con _____, llamando al _____.

Atentamente,

Director/a

_____ ENTREGADO EN PERSONA EL _____ POR _____ (Fecha) (Firma) (Firma del padre/de la madre/del tutor/o de la tutora)
ENVIADO EL _____ POR _____ (Fecha) (Firma)



LÈT EKIP ETIK KONT WOUL POU TIMOUN
(School Letterhead)
(Date)

RE: _____
(Non Elév la)

(I.D. Elév la)

Chè _____:
(Non Paran/Gadyne)

Silvouplè nou ap avize w pitit ou a, _____, pa vin lekòl regilyèman e li gen yon minimòm senk (5) absans san eskiz. Lwa Florid mande pou gen yon reyinyon ant "Truancy Child Study Team (TCST)" (Ekip Etid Kont Woul pou Timoun) ak paran/gadyen pou eseye idantifye rezon pou kantite fwa pitit ou absan e idantifye posiblite pou korije sa. Nou ap mande pou ou ak pitit ou vin patisipe nan yon reyinyon nan lekòl ou ak ekip la pou diskite rezon ki fè li genyen pwoblèm pou li vin lekòl. Orè pou reyinyon sa a se _____ a _____ dimaten/aprèmidi. Reyinyon an ap fèt nan lekòl la nan _____.

Silvouplè note Règleman Komisyon Konsèy Lekòl 6Gx13-5A-1.041 ki di "Yon elèv ki genyen dis (10) oubyen plis absans san eskiz nan yon kou anyèl oubyen senk (5) oubyen plis absans san eskiz nan yon klas pou yon trimès, pou enka (1/4) ane a, sijè pou yo kenbe nòt li pou trimès la ki ap afekte nòt final li ki va depannde Revizyon Komite Prezans sou depistaj administratif e akonplisman li sou demand entèvansyon yo te ba li a.

Adisyonèlman, Lwa Florid 1003.24 di chak paran yon timoun ki nan laj obligatwa pou prezans lekòl dwe responsab prezans lekòl timoun nan jan lalwa mande a. Absans yon timoun nan lekòl ap sèvi kòm evidans vyolasyon nan seksyon sa a.

Lwa Florid 1003.27 (7)(1) di yon paran ki refize oubyen ki pa reyisi fè pou yon elèv minè ki anba kontwòl li ale lekòl regilyèman ap koupab nan vyolasyon dezyèm kri, ki ap resevwa pinisyon nan fason lalwa enpoze a.

Silvouplè kontakte _____ nan _____ si ou gen kesyon ki konsène sityasyon serye sa a oubyen si ou bezwen plis asistans ki gen rapò ak prezans lekòl pitit ou.

Sensèman,

Direktè (tris)

____ TE REMÈT LI NAN MEN _____ PA _____
(Dat) (Siyati)

(Siyati Paran/Gadyen)

____ LÈT SÈTIFYE KI MANDE LAPÒS RETOUPENEN RESI A

VOYE LI _____ PA _____
(Dat) (Siyati)

Sample of U.S. Postal Service
Certified Mail Receipt and
Domestic Return Receipt Card

U.S. Postal ServiceSM
CERTIFIED MAILSM RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com.

OFFICIAL USE

Postage \$
Certified Fee \$
Return Receipt Fee \$
(Restrictions Apply)
Restricted Delivery Fee \$
(Restrictions Apply)
Total Postage & Fees \$

POSTNET
1588

DATE: 1/11

Sender's ZIP+4:
or PO Box #/No
City, State, ZIP+4

PS Form 3830, June 2001 See Reverse for instructions

United States Postal Service

First-Class Mail
Postage & Fees Paid
USPS
Permit No. 0-10

* Sender: Please print your name, address, and ZIP+4 in this box *

JOHN DOE
GENETICS DEPT.
NORTH CAROLINA STATE UNIVERSITY
CAMPUS BOX 7514
RALEIGH NC 27695-7514

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is chosen.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the envelope, or on the back of space permits.

1. Article Addressed to:
ROBERT MORGAN
102 CACTUS RD.
ROSWELL NM 88202

2. Article Number (Copy from service label)
7099 3400 0001 7099 2274

PS Form 3815, July 1999 Domestic Return Receipt 6025-9530-100

COMPLETE THIS SECTION ON DELIVERY

A. Received by (Please Print Clearly) _____ B. Date of Delivery _____

C. Signature _____ Agent Addressee

X Certified Mail Registered Return Receipt for Merchandise

D. Is delivery address different from item 1? Yes No
If YES, enter delivery address below: _____

E. Signature Title _____ Express Mail Insured Mail C.O.D. Restricted Delivery? (Extra Fee) Yes No



Truancy Child Study Team Committee Report

Date of Committee Meeting: _____

Student Information

Student Name: _____ Date of Birth _____ Age: _____
ID#: _____ Social Security #: _____
Gender: _____ Race: _____ Place of Birth: _____
School currently enrolled in: _____
Relationship to student: _____
Address: _____
Telephone Number: _____
Any known involvement with: Department of Children and Families (D.C.F.) Yes _ No _
Department of Juvenile Justice (D.J.J.) Yes _ No _

Parent/Guardian Information

Mother's Name: _____
Address: _____
Telephone Number: Home _____ Work/Other _____
Father's Name: _____
Address: _____
Telephone Number: Home _____ Work/Other _____
Home Language: ___ English ___ Haitian Creole ___ Bilingual
___ Spanish ___ Other _____
(Please indicate language)

Sibling Information

Sibling's name: _____ DOB/Age: _____
School attending: _____
Sibling's name: _____ DOB/Age: _____
School attending: _____
Sibling's name: _____ DOB/Age: _____
School attending: _____

Student's Name _____

General School Information

Number of Excused Absences _____ Number of Unexcused Absences _____

Current Grades by Subject:

Subject/Grade

(Last available grading period)

Period 1 _____

Period 2 _____

Period 3 _____

Period 4 _____

Subject/Grade

(Last available grading period)

Period 5 _____

Period 6 _____

Period 7 _____

Period 8 _____

Name student's ESE exceptionality, if applicable: _____

Extracurricular Activities: _____

Student's Behavior

This section includes a general account of current behaviors which are being demonstrated by the student while at home and/or school. Check all that apply:

_____ School anxiety

_____ Disinterested in school

_____ Rather work than attend school (Consider referral to Work Experience or Alternative Placement or Vocational Testing)

_____ Appears to feign illness/parent concedes, makes excuses

_____ Parent misinterpretation of the law/uses child to babysit

_____ Beyond control of parent

_____ Family problems

_____ Disruptive and/or unwilling to follow rules and/has been found in other areas during school hours

_____ Student returned to school by police, and/or exhibits previous pattern of unexcused absences

_____ Student prefers the company of older persons, and/or relents to peer pressure

_____ Student manipulates parent/guardian in order to not attend school and the parent makes excuses and refuses to make the student attend school

_____ Suspected substance abuse

_____ Conflict with school personnel

_____ Conflict or problem with peers in the school

_____ Conflict with parent/guardian

_____ History of violent behavior

_____ Difficulty with learning subject material (Consider referral for Psychological Evaluation)

_____ Other: _____

Student's Name

Interventions currently being provided by the school

Involvement of other organizations with this student/family (interventions)

(If there is any known involvement with the Department of Children and Families (D.C.F.) and/or the Department of Juvenile Justice (D.J.J.) please include information here.

Pertinent medical history

Parent's/Guardian's Recommendations

Student's Name

Truancy Child Study Team Recommendations

(Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Home Visit by Social Worker | <input type="checkbox"/> Counseling |
| <input type="checkbox"/> Schedule Change | <input type="checkbox"/> Peer Counseling |
| <input type="checkbox"/> Teacher Change | <input type="checkbox"/> Student Mentoring |
| <input type="checkbox"/> Curriculum Change | <input type="checkbox"/> Adult Mentoring |
| <input type="checkbox"/> Seating Change | <input type="checkbox"/> Psychological Evaluation |
| <input type="checkbox"/> Daily Progress Report | <input type="checkbox"/> Vision Screening |
| <input type="checkbox"/> Weekly Progress Report | <input type="checkbox"/> Alternative Education Placement |
| <input type="checkbox"/> Attendance Agreement | |
| <input type="checkbox"/> Tutoring by Teacher(s) | |
| <input type="checkbox"/> Tutoring by Student | |
| <input type="checkbox"/> Other: _____ | |

Signatures of Truancy Child Study Team Members:

Parent(s)/Guardian(s) _____
Date

Student (if present) _____
Date

Team Member Title _____
Date

Team Member Title _____
Date

Team Member Title _____
Date

DAILY ATTENDANCE SCREEN (ISIS)

DA06-33-H43M	MON	TUE	WED	THR	FRI	SAT
* DAILY ATTN *: AUG 20	21	22	23	24	25	NO SC
: A/S 27	28	29 U	30 U	31	1	NO SC
ID: : SEP 3 NO SCH 4 U	5	6	7	8	NO SC	
GRD PERIOD: 1 : SEP 10 U	11	12 U	13 NO SCH	14 U	15	NO SC
: SEP 17 U	18	19	20	21	22	NO SC
: SEP 24	25	26	27	28	29	NO SC
: OCT 1	2	3	4	5	6	NO SC
SCHOOL: 7015 : OCT 8 NO SCH 9	10	11	12	13	NO SC	
GRD:09 HR:32A : OCT 15	16	17	18	19	20	NO SC
SHIFT: : OCT 22	23	24	25			
ENT: 08/20/07 :						
WTD: :						
SHORT DAY :						
E = EXC EARLY :						
T = TARDY :						
SUSPENSION :						
I = INDOOR :						
O = OUTDOOR :						
OTHER :						
A = EXC ABS :						
S = SPEC NOTE :						
U = UNEXC ABS :						
X = SPEC HOL :						

SAMPLE



MIAMI-DADE COUNTY PUBLIC SCHOOLS
TRUANCY REFERRAL
CONSENT FORM FOR MUTUAL EXCHANGE OF
INFORMATION

Date: _____

Student's Name

Date of Birth

_____ ID# _____

I hereby authorize the mutual exchange of records pertaining to my child, _____, between the MIAMI-DADE COUNTY PUBLIC SCHOOLS and the Department of Juvenile Justice and their agents.

- The specific records to be disclosed pertain to the student's educational records including the attendance information.
- The purpose for making these records available is to assist in resolving the student's truancy and/or nonattendance.

I certify that I am the parent or legal guardian of the child named above.

_____ Parent/Guardian (print)

_____ Signature

_____ Address

_____ City, State

_____ Zip Code

Brief explanation if parent/guardian signature is not obtained:

_____ School Representative

_____ Date

Personal identifiable information may be transferred to a third party only on the condition that it will not be released to any other parties without obtaining the consent of the parent(s)/guardian(s).

A COPY OF THIS AUTHORIZATION SHALL BE AS VALID AS THE ORIGINAL



ESCUELAS PÚBLICAS DEL CONDADO DE MIAMI-DADE
REMISIÓN DE CASO DE AUSENTISMO ESCOLAR
FORMULARIO DE CONSENTIMIENTO PARA EL INTERCAMBIO DE DATOS MUTUO

Fecha: _____

Nombre del/de la estudiante _____

Fecha de nacimiento _____ No. de identificación _____

Por medio de la presente autorizo al intercambio mutuo de expedientes relacionados con mi hijo o hija, _____, entre las ESCUELAS PÚBLICAS DEL CONDADO DE MIAMI-DADE y el Departamento de Justicia Juvenil (Department of Juvenile Justice) y sus agentes.

- Los expedientes específicos que se divulgarán se relacionan con el historial educativo del/de la estudiante, con inclusión de los datos sobre la asistencia a clases.
- El propósito por el cual dichos expedientes se hacen disponibles es el de ayudar a solucionar el ausentismo escolar del/de la estudiante y/o su falta de asistencia a clases.

Certifico que soy el padre, la madre, el tutor o la tutora legal del menor anteriormente mencionado.

Nombre del padre/de la madre/del tutor/o de la tutora

Firma

Dirección

Ciudad, Estado

Código Postal (Zip Code)

Breve explicación si no se obtiene la firma del padre, de la madre, del tutor o de la tutora:

Nombre del/de la administrador/a escolar

Fecha

Los datos que pudieran identificar a la persona pudieran remitirse a una tercera parte, únicamente a condición de que no se divulguen a otras partes sin obtener el consentimiento del padre, la madre el tutor o la tutora.

UNA COPIA DE ESTA AUTORIZACIÓN SERÁ TAN VÁLIDA COMO EL ORIGINAL

FM-6006S Rev. (09-08)

(OPTIONAL) ATTACHMENT G



MIAMI-DADE COUNTY PUBLIC SCHOOLS
TRUANCY HOME VISIT FORM

STUDENT'S NAME: (Last) (First) (Middle)			BIRTHDATE	GRADE	ID.NO.
GENDER __Male __Female	ADDRESS (Number (Street) (City) (Zip)			HOME TELEPHONE NO.	
PARENT/GUARDIAN/FATHER'S NAME		EMPLOYED BY		TELEPHONE NO.	
PARENT/GUARDIAN/MOTHER'S NAME		EMPLOYED BY		TELEPHONE NO.	

SCHOOL		TELEPHONE NO.		REGIONAL CENTER	
SOCIAL WORKER'S NAME (PRINT)		TELEPHONE NO.	DATE OF HOME VISIT	TIME OF HOME VISIT	
PERSON(S) INTERVIEWED			RELATIONSHIP TO STUDENT		
HOME ASSESSMENT:					

SUMMARY/RECOMMENDATIONS:

SOCIAL WORKER'S SIGNATURE	DATE
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MIAMI-DADE COUNTY PUBLIC SCHOOLS
ATTENDANCE AGREEMENT

Chapter 1003.21 f.s. requires regular school attendance of all children between the ages of 6 and 16. Each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. Each school in the district must determine if an absence of tardiness is excused or unexcused according to criteria established by the district school board.

STUDENT ATTENDANCE AGREEMENT

I agree to arrive at school on time and attend all classes every day. Furthermore, I agree to abide by all rules and regulations of my school. My future attendance will be such that the school will have no reason to take further disciplinary action.

In the event of future absences, reporting of absences will be consistent with the procedures established by my school.

I further understand that failure to comply with the above may result in a referral to the Department of Juvenile Justice.

_____	_____	_____
Print Student Name	Student Signature	Date
_____	_____	_____
Print School Representative Name	School Representative Signature	Date

PARENT RESPONSIBILITY AGREEMENT

I understand that, by law, it is my responsibility to ensure that my child, _____ attends schools regularly. I recognize that there has been a problem with his/her school attendance. I agree to provide support and supervision to my child to remedy this truant behavior. I also agree to monitor my child's daily attendance by reporting absences consistent with the procedures establish by my child's school. I further understand that the willful failure to comply with the above may result in criminal charges being filed against me.

_____	_____	_____
Print Parent/Guardian Name	Parent/Guardian Signature	Date
_____	_____	_____
Print School Representative Name	School Representative Signature	Date



**ESCUELAS PÚBLICAS DEL CONDADO DE MIAMI-DADE
ACUERDO DE ASISTENCIA A CLASES**

El Estatuto de la Florida 1003.21 requiere que todos los niños entre las edades de 6 y 16 años asistan a clases regularmente. Los padres de niños en las edades de asistencia a clases obligatoria son responsables de la asistencia a clases de los niños, según requiere la ley. Cada escuela deberá determinar si la ausencia o tardanza es justificada o injustificada en concordancia con criterios establecidos por la Junta Escolar del distrito.

ACUERDO DEL ESTUDIANTE SOBRE LA ASISTENCIA A CLASES

Estoy de acuerdo en llegar a la escuela a tiempo y asistir a clases todos los días. Además, también estoy de acuerdo en cumplir con todas las leyes y reglas de mi escuela. Mi asistencia a clases en el futuro será tal que los administradores no tendrán motivos para tomar medidas disciplinarias adicionales.

En caso de futuras ausencias a clases, el informe con relación a mis ausencias estará en concordancia con los procedimientos establecidos por mi escuela.

También, entiendo que si dejo de cumplir lo anteriormente mencionado, ello pudiera resultar en la remisión de mi caso al Departamento de Justicia Juvenil (Department of Juvenile Justice).

_____ Nombre del/de la estudiante	_____ Firma del/de la estudiante	_____ Fecha
_____ Administrador/a escolar	_____ Firma del/de la administrador/a escolar	_____ Fecha

ACUERDO DE RESPONSABILIDAD PARA PADRES DE FAMILIA

Entiendo que, por ley, es mi responsabilidad asegurar que mi hijo o hija, _____ asista a clases con regularidad. Reconozco que ha habido un problema con su asistencia a clases. Estoy de acuerdo en proporcionar apoyo y supervisión a mi hijo o hija para remediar dicha conducta de ausentismo escolar. También estoy de acuerdo en mantener bajo observación la asistencia a clases diaria de mi hijo o hija informando las ausencias según los procedimientos establecidos por la escuela. Además, entiendo que el incumplimiento intencional de lo anteriormente expresado, pudiera resultar en que se formulen cargos criminales en mi contra.

_____ Nombre del padre, de la madre, del tutor o de la tutora	_____ Firma del padre, de la madre, del tutor o de la tutora	_____ Fecha
_____ Nombre del/de la administrador/a escolar	_____ Firma del/de la administrador/a escolar	_____ Fecha



LEKÒL LETA MIAMI DADE COUNTY
AKÒ PREZANS LEKÒL

Lwa "Chapter 1003.21 f.s." mande pou tout timoun ki ant laj 6 a 16 zan prezan lekòl regilyèman. Chak paran yon timoun ki nan laj yo egzije prezans lekòl responsab pou pitit yo prezan lekòl jan lalwa mande a. Chak lekòl nan distri a dwe detèmine si yo eskize oubyen pa eskize yon absans oubyen reta daprè kritè komisyon konsèy distri lekòl la etabli.

AKÒ PREZANS ELÈV

Mwen dakò pou rive lekòl a lè e ale nan tout klas chak jou. Anplisdesa, mwen dakò pou m obeyi tout règ ak regilasyon lekòl mwen an. Prezans lekòl mwen a lavni ap yon fason kote lekòl la p ap gen okenn rezon pou aksyon disiplinè kont mwen.

Anka mwen ta absan a lavni, mwen ap repòte absans la nan fason ki konsistan ak pwosedi lekòl la etabli.

Plis toujou mwen konprann si mwen pa obeyi a sa ki di anwo a, rezilta a kab yon referal a pou Depatman Jistis Jivenil.

_____	_____	_____
Enprime Non Elèv la	Siyati Elèv la	Dat
_____	_____	_____
Enprime Non Repezantan Lekòl la	Siyati Repezantan Lekòl la	Dat

AKÒ POU RESPONSABLITE PARAN

Mwen konprann, daprè lalwa, se responsablite mwen pou asire pitit mwen, _____ ale lekòl regilyèman. Mwen rekonèt te genyen pwoblèm nan prezans lekòl li. Mwen dakò pou mwen bay sipò e sipèvizyon pou pitit mwen kab korije konduit fè woul. Mwen dakò tou pou mwen siveye prezans pitit mwen chak jou nan rapòte absans li ki ap konsistan ak pwosedi lekòl pitit mwen an etabli. Anplisdesa mwen konprann si mwen dezobeyi volontèman sa ki anwo yo, rezilta a sèke yo kab chaje aksyon kriminèl kont mwen.

_____	_____	_____
Enprime Non Paran/Gadyen	Siyati Paran/Gadyen	Dat
_____	_____	_____
Enprime Non Repezantan Lekòl la	Siyati Repezantan Lekòl la	Dat



Teacher's Signature (Period 1): _____ Date: _____

Comments _____

Teacher's Signature (Period 2): _____ Date: _____

Comments _____

Teacher's Signature (Period 3): _____ Date: _____

Comments _____

Teacher's Signature (Period 4): _____ Date: _____

Comments _____

Teacher's Signature (Period 5): _____ Date: _____

Comments _____

Teacher's Signature (Period 6): _____ Date: _____

Comments _____

Teacher's Signature (Period 7): _____ Date: _____

Comments _____

Parent(s)/Guardian(s) Signature: _____ Date: _____


Comments (parent(s) guardian(s) _____

VII. EXHIBITS

STUDENT CASE MANAGEMENT SCREENS

ISIS-11-X6CW 09/20/07 15.14.28
MIAMI - DADE COUNTY PUBLIC SCHOOLS
INTEGRATED STUDENT INFORMATION SYSTEM
SCHOOL NUMBER .. 9028

THE FOLLOWING FUNCTIONS ARE AVAILABLE -

- 
1. STUDENT DATA BASE SYSTEM
 2. DAILY ATTENDANCE
 3. SCHOOL INFORMATION
 4. COURSE INFO / MASTER SCHEDULE
 5. ONLINE REPORT REQUEST SYSTEM
 6. DECO - D.O.E. CORRECTION SYSTEM



ENTER SELECTION NUMBER .. 1 OPERATOR INITIALS .. TC


SHARED SCHOOL ACTIVITY, KEY 'Y' .. -
SUMMER SCHOOL ACTIVITY, KEY 'Y' .. -
FUTURE SCHOOL ACTIVITY, KEY 'Y' .. -
SECOND SHIFT ACTIVITY, KEY 'Y' .. -
HELP WITH CODES = PA2 KEY

Select Function 1
and Enter

STUDENT CASE MANAGEMENT SCREENS

SI01-11-X6CW 09/20/07 15.20.33
STUDENT DATA BASE SYSTEM
APPLICATIONS MENU

SCHOOL NUMBER .. 9028
ATTENDANCE SERVICES

- 
1. STUDENT INFORMATION MENU
 2. ACADEMIC INFORMATION MENU
 3. STUDENT TESTING MENU
 - A. ATHLETIC INFORMATION MENU


ENTER SELECTION NUMBER 1





Select Function 1
and Enter

STUDENT CASE MANAGEMENT SCREENS

SM04-41-X6CW STUDENT SERVICES FORM INFORMATION 09/20/07 15.37.49

 EMPLOYEE NO: _____ NAME:

 STUDENT ID: _____ NAME:

SCM# OR SPAR#	DATE	TIME	SERVICE CODES
 _____	__ / __ / __	__ : __	__
	__ / __ / __	__ : __	__
	__ / __ / __	__ : __	__
	__ / __ / __	__ : __	__
	__ / __ / __	__ : __	__
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	__ / __ / __	__ : __	__
	__ / __ / __	__ : __	__
	__ / __ / __	__ : __	__

 Input appropriate data

* HELP WITH CODES = PA2 DUP CHARACTER = '
* HELP WITH SCM#/SPAR# (SCMS DISPLAY) = PF14 * RETURN TO MENU = CLEAR KEY

The 2008 Florida Statutes

[Title XLVII](#)CRIMINAL PROCEDURE AND
CORRECTIONS[Chapter 984](#)CHILDREN AND FAMILIES IN
NEED OF SERVICES[View Entire
Chapter](#)

984.03 Definitions.--When used in this chapter, the term:

- (1) "Abandoned" means a situation in which the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the person responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations. If the efforts of such parent or legal custodian, or person primarily responsible for the child's welfare to support and communicate with the child are, in the opinion of the court, only marginal efforts that do not evince a settled purpose to assume all parental duties, the court may declare the child to be abandoned. The term "abandoned" does not include a "child in need of services" as defined in subsection (9) or a "family in need of services" as defined in subsection (25). The incarceration of a parent, legal custodian, or person responsible for a child's welfare does not constitute a bar to a finding of abandonment.
- (2) "Abuse" means any willful act that results in any physical, mental, or sexual injury that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Corporal discipline of a child by a parent or guardian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child as defined in s. [39.01](#).
- (3) "Addictions receiving facility" means a substance abuse service provider as defined in chapter 397.
- (4) "Adjudicatory hearing" means a hearing for the court to determine whether or not the facts support the allegations stated in the petition as is provided for under s. [984.20\(2\)](#) in child-in-need-of-services cases.
- (5) "Adult" means any natural person other than a child.
- (6) "Authorized agent" or "designee" of the department means a person or agency assigned or designated by the Department of Juvenile Justice or the Department of Children and Family Services, as appropriate, to perform duties or exercise powers pursuant to this chapter and includes contract providers and their employees for purposes of providing services to and managing cases of children in need of services and families in need of services.
- (7) "Caretaker/homemaker" means an authorized agent of the Department of Children and Family Services who shall remain in the child's home with the child until a parent, legal guardian, or relative of the child enters the home and is capable of assuming and agrees to assume charge of the child.

EXHIBIT #2 (Continued)

(8) "Child" or "juvenile" or "youth" means any unmarried person under the age of 18 who has not been emancipated by order of the court and who has been found or alleged to be dependent, in need of services, or from a family in need of services; or any married or unmarried person who is charged with a violation of law occurring prior to the time that person reached the age of 18 years.

(9) "Child in need of services" means a child for whom there is no pending investigation into an allegation or suspicion of abuse, neglect, or abandonment; no pending referral alleging the child is delinquent; or no current supervision by the Department of Juvenile Justice or the Department of Children and Family Services for an adjudication of dependency or delinquency. The child must also, pursuant to this chapter, be found by the court:

(a) To have persistently run away from the child's parents or legal custodians despite reasonable efforts of the child, the parents or legal custodians, and appropriate agencies to remedy the conditions contributing to the behavior. Reasonable efforts shall include voluntary participation by the child's parents or legal custodians and the child in family mediation, services, and treatment offered by the Department of Juvenile Justice or the Department of Children and Family Services;

(b) To be habitually truant from school, while subject to compulsory school attendance, despite reasonable efforts to remedy the situation pursuant to ss. 1003.26 and 1003.27 and through voluntary participation by the child's parents or legal custodians and by the child in family mediation, services, and treatment offered by the Department of Juvenile Justice or the Department of Children and Family Services; or

(c) To have persistently disobeyed the reasonable and lawful demands of the child's parents or legal custodians, and to be beyond their control despite efforts by the child's parents or legal custodians and appropriate agencies to remedy the conditions contributing to the behavior. Reasonable efforts may include such things as good faith participation in family or individual counseling.

(10) "Child support" means a court-ordered obligation, enforced under chapter 61 and ss. 409.2551-409.2597, for monetary support for the care, maintenance, training, and education of a child.

(11) "Child who has been found to have committed a delinquent act" means a child who, pursuant to the provisions of chapter 985, is found by a court to have committed a violation of law or to be in direct or indirect contempt of court, except that this definition shall not include an act constituting contempt of court arising out of a dependency proceeding or a proceeding pursuant to this chapter.

(12) "Child who is found to be dependent" or "dependent child" means a child who, pursuant to this chapter, is found by the court:

(a) To have been abandoned, abused, or neglected by the child's parents or other

custodians.

EXHIBIT #2 (Continued)

(b) To have been surrendered to the former Department of Health and Rehabilitative Services, the Department of Children and Family Services, or a licensed child-placing agency for purpose of adoption.

(c) To have been voluntarily placed with a licensed child-caring agency, a licensed child-placing agency, an adult relative, the former Department of Health and Rehabilitative Services, or the Department of Children and Family Services, after which placement, under the requirements of this chapter, a case plan has expired and the parent or parents have failed to substantially comply with the requirements of the plan.

(d) To have been voluntarily placed with a licensed child-placing agency for the purposes of subsequent adoption and a natural parent or parents signed a consent pursuant to the Florida Rules of Juvenile Procedure.

(e) To have no parent, legal custodian, or responsible adult relative to provide supervision and care.

(f) To be at substantial risk of imminent abuse or neglect by the parent or parents or the custodian.

(13) "Circuit" means any of the 20 judicial circuits as set forth in s. 26.021.

(14) "Comprehensive assessment" or "assessment" means the gathering of information for the evaluation of a juvenile offender's or a child's physical, psychological, educational, vocational, and social condition and family environment as they relate to the child's need for rehabilitative and treatment services, including substance abuse treatment services, mental health services, developmental services, literacy services, medical services, family services, and other specialized services, as appropriate.

(15) "Court," unless otherwise expressly stated, means the circuit court assigned to exercise jurisdiction under this chapter.

(16) "Delinquency program" means any intake, community control, or similar program; regional detention center or facility; or community-based program, whether owned and operated by or contracted by the Department of Juvenile Justice, or institution owned and operated by or contracted by the Department of Juvenile Justice, which provides intake, supervision, or custody and care of children who are alleged to be or who have been found to be delinquent pursuant to chapter 985.

(17) "Department" means the Department of Juvenile Justice.

(18) "Detention care" means the temporary care of a child in secure, nonsecure, or home detention, pending a court adjudication or disposition or execution of a court order. There are three types of detention care, as follows:

(a) "Secure detention" means temporary custody of the child while the child is under the physical restriction of a detention center or facility pending adjudication, disposition, or

placement.

EXHIBIT #2 (Continued)

(b) "Nonsecure detention" means temporary custody of the child while the child is in a residential home in the community in a physically nonrestrictive environment under the supervision of the Department of Juvenile Justice pending adjudication, disposition, or placement.

(c) "Home detention" means temporary custody of the child while the child is released to the custody of the parent, guardian, or custodian in a physically nonrestrictive environment under the supervision of the Department of Juvenile Justice staff pending adjudication, disposition, or placement.

(19) "Detention center or facility" means a facility used pending court adjudication or disposition or execution of court order for the temporary care of a child alleged or found to have committed a violation of law. A detention center or facility may provide secure or nonsecure custody. A facility used for the commitment of adjudicated delinquents shall not be considered a detention center or facility.

(20) "Detention hearing" means a hearing for the court to determine if a child should be placed in temporary custody, as provided for under s. 39.402, in dependency cases.

(21) "Diligent efforts of social service agency" means reasonable efforts to provide social services or reunification services made by any social service agency as defined in this section that is a party to a case plan.

(22) "Diligent search" means the efforts of a social service agency to locate a parent or prospective parent whose identity or location is unknown, or a relative made known to the social services agency by the parent or custodian of a child. When the search is for a parent, prospective parent, or relative of a child in the custody of the department, this search must be initiated as soon as the agency is made aware of the existence of such parent, prospective parent, or relative. A diligent search shall include interviews with persons who are likely to have information about the identity or location of the person being sought, comprehensive database searches, and records searches, including searches of employment, residence, utilities, Armed Forces, vehicle registration, child support enforcement, law enforcement, and corrections records, and any other records likely to result in identifying and locating the person being sought. The initial diligent search must be completed within 90 days after a child is taken into custody. After the completion of the initial diligent search, the department, unless excused by the court, shall have a continuing duty to search for relatives with whom it may be appropriate to place the child, until such relatives are found or until the child is placed for adoption.

(23) "Disposition hearing" means a hearing in which the court determines the most appropriate dispositional services in the least restrictive available setting provided for under s. 984.20(3), in child-in-need-of-services cases.

(24) "Family" means a collective body of persons, consisting of a child and a parent, guardian, adult custodian, or adult relative, in which:

(a) The persons reside in the same house or living unit; or

(b) The parent, guardian, adult custodian, or adult relative has a legal responsibility by blood, marriage, or court order to support or care for the child.

EXHIBIT #2 (Continued)

(25) "Family in need of services" means a family that has a child who is running away; who is persistently disobeying reasonable and lawful demands of the parent or legal custodian and is beyond the control of the parent or legal custodian; or who is habitually truant from school or engaging in other serious behaviors that place the child at risk of future abuse, neglect, or abandonment or at risk of entering the juvenile justice system. The child must be referred to a law enforcement agency, the Department of Juvenile Justice, or an agency contracted to provide services to children in need of services. A family is not eligible to receive services if, at the time of the referral, there is an open investigation into an allegation of abuse, neglect, or abandonment or if the child is currently under supervision by the Department of Juvenile Justice or the Department of Children and Family Services due to an adjudication of dependency or delinquency.

(26) "Foster care" means care provided a child in a foster family or boarding home, group home, agency boarding home, child care institution, or any combination thereof.

(27) "Habitually truant" means that:

(a) The child has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent or legal guardian, is subject to compulsory school attendance under s. 1003.21(1) and (2)(a), and is not exempt under s. 1003.21(3), s. 1003.24, or any other exemptions specified by law or the rules of the State Board of Education.

(b) Activities to determine the cause, and to attempt the remediation, of the child's truant behavior under ss. 1003.26 and 1003.27(3), have been completed.

If a child who is subject to compulsory school attendance is responsive to the interventions described in ss. 1003.26 and 1003.27(3) and has completed the necessary requirements to pass the current grade as indicated in the district pupil progression plan, the child shall not be determined to be habitually truant and shall be passed. If a child within the compulsory school attendance age has 15 unexcused absences within 90 calendar days or fails to enroll in school, the State Attorney may, or the appropriate jurisdictional agency shall, file a child-in-need-of-services petition if recommended by the case staffing committee, unless it is determined that another alternative action is preferable. The failure or refusal of the parent or legal guardian or the child to participate, or make a good faith effort to participate, in the activities prescribed to remedy the truant behavior, or the failure or refusal of the child to return to school after participation in activities required by this subsection, or the failure of the child to stop the truant behavior after the school administration and the Department of Juvenile Justice have worked with the child as described in ss. 1003.26 and 1003.27(3) shall be handled as prescribed in s. 1003.27.

The 2008 Florida Statutes

[Title XLVIII](#)

[Chapter 1003](#)

[View Entire Chapter](#)

K-20 EDUCATION CODE PUBLIC K-12 EDUCATION

1003.21 School attendance.--

(1)(a)1. All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term.

2. Children who will have attained the age of 5 years on or before September 1 of the school year are eligible for admission to public kindergartens during that school year under rules adopted by the district school board.

(b) Any child who has attained the age of 6 years on or before September 1 of the school year and who has been enrolled in a public school or who has attained the age of 6 years on or before September 1 and has satisfactorily completed the requirements for kindergarten in a private school from which the district school board accepts transfer of academic credit, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the district's student progression plan. However, nothing in this section shall authorize the state or any school district to oversee or exercise control over the curricula or academic programs of private schools or home education programs.

(c) A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. The school district must notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment. The student's guidance counselor or other school personnel

EXHIBIT #3 (Continued)

must conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student must be informed of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and GED test preparation. Additionally, the student must complete a survey in a format prescribed by the Department of Education to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled.

(d) Students who become or have become married and students who are pregnant shall not be prohibited from attending school. These students and students who are parents shall receive the same educational instruction or its equivalent as other students, but may voluntarily be assigned to a class or program suited to their special needs. Consistent with s. [1003.54](#), pregnant or parenting teens may participate in a teenage parent program. Pregnant students may attend alternative education programs or adult education programs, provided that the curriculum allows the student to continue to work toward a high school diploma.

(e) Consistent with rules adopted by the State Board of Education, children with disabilities who have attained the age of 3 years shall be eligible for admission to public special education programs and for related services. Children with disabilities younger than 3 years of age who are deaf or hard of hearing; visually impaired; dual sensory impaired; orthopedically impaired; other health impaired; who have experienced traumatic brain injury; who have autism spectrum disorder; established conditions, or who exhibit developmental delays or intellectual disabilities may be eligible for special programs and may receive services in accordance with rules of the State Board of Education. Rules for the identification of established conditions for children birth through 2 years of age and developmental delays for children birth through 5 years of age must be adopted by the State Board of Education.

(f) Homeless children, as defined in s. [1003.01](#), must have access to a free public education and must be admitted to school in the school district in which they or their families live. School districts shall assist homeless children to meet the requirements of subsection (4) and s. [1003.22](#), as well as local requirements for documentation.

EXHIBIT #3 (Continued)

(2)(a) The State Board of Education may adopt rules under which students not meeting the entrance age may be transferred from another state if their parents have been legal residents of that state.

(b) Each district school board, in accordance with rules of the State Board of Education, shall adopt a policy that authorizes a parent to request and be granted permission for absence of a student from school for religious instruction or religious holidays.

(3) The district school superintendent may authorize certificates of exemptions from school attendance requirements in certain situations. Students within the compulsory attendance age limits who hold valid certificates of exemption that have been issued by the superintendent shall be exempt from attending school. A certificate of exemption shall cease to be valid at the end of the school year in which it is issued.

(4) Before admitting a child to kindergarten, the principal shall require evidence that the child has attained the age at which he or she should be admitted in accordance with the provisions of subparagraph (1)(a)2. The district school superintendent may require evidence of the age of any child whom he or she believes to be within the limits of compulsory attendance as provided for by law. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

(a) A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births;

(b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;

(c) An insurance policy on the child's life that has been in force for at least 2 years;

(d) A bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent;

(e) A passport or certificate of arrival in the United States showing the age of the child;

(f) A transcript of record of age shown in the child's school record of at least 4 years prior to application, stating date of birth; or

EXHIBIT #3 (Continued)

(g) If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or, if neither of these is available in the county, by a licensed practicing physician designated by the district school board, which certificate states that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct. A homeless child, as defined in s. [1003.01](#), shall be given temporary exemption from this section for 30 school days.

History.--s. 116, ch. 2002-387; s. 18, ch. 2006-74; s. 4, ch. 2006-301; s. 4, ch. 2008-204.

The 2008 Florida Statutes

[Title XLVIII](#)[Chapter 1003](#)[View Entire Chapter](#)

K-20 EDUCATION CODE PUBLIC K-12 EDUCATION

1003.24 Parents responsible for attendance of children; attendance policy.--Each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section; however, criminal prosecution under this chapter may not be brought against a parent until the provisions of s. [1003.26](#) have been complied with. A parent of a student is not responsible for the student's nonattendance at school under any of the following conditions:

(1) WITH PERMISSION.--The absence was with permission of the head of the school;

2) WITHOUT KNOWLEDGE.--The absence was without the parent's knowledge, consent, or connivance, in which case the student shall be dealt with as a dependent child;

(3) FINANCIAL INABILITY.--The parent was unable financially to provide necessary clothes for the student, which inability was reported in writing to the superintendent prior to the opening of school or immediately after the beginning of such inability, provided that the validity of any claim for exemption under this subsection shall be determined by the district school superintendent subject to appeal to the district school board; or

(4) SICKNESS, INJURY, OR OTHER INSURMOUNTABLE CONDITION.--Attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a licensed practicing physician, or was impracticable because of some other stated insurmountable condition as defined by rules of the State Board of Education. If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such excuse provides that a student's condition justifies absence for more than the number of days permitted by the district school board.

Each district school board shall establish an attendance policy that includes, but is not limited to, the required number of days each school year that a student must be in attendance and the number of absences and tardinesses after which a statement explaining such absences and tardinesses must be on file at the school. Each school in the district must determine if an absence or tardiness is excused or unexcused according to criteria established by the district school board.

History.--s. 119, ch. 2002-387.

Attendance**STUDENT ATTENDANCE--SPECIFIC RESPONSIBILITIES**

There are probably no factors more important to a student's progress in school than regular and punctual attendance. Miami-Dade County Public Schools has a vision whereby each student engages in a rigorous course of study which prepares him/her for a myriad of successful post-secondary options. Students are expected to:

- be present at school each and every day;
- attend class as scheduled;
- arrive to school and class(es) on time; and
- demonstrate appropriate behavior and a readiness to learn.

Miami-Dade County Public Schools has the affirmative obligation to increase student attendance through a monitoring process that will classify all absences as excused or unexcused, to inform parent/guardians of student absences, and to see that the compulsory attendance laws are enforced as mandated by Florida Statutes. This obligation will be satisfied through the implementation of an attendance review procedure, which monitors the type and number of student absences as well as the impact of these absences on learning.

I. Attendance Defined

- A. School Attendance - Students are to be counted in attendance only if they are actually present or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.
- B. Class Attendance - Students are to be counted in attendance if they are physically present in class or have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.
- C. Tardiness - It is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time (punctually). Accumulated unexcused tardies will be counted towards the threshold for initiating attendance review.
- D. Early Sign-outs – The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final 30 minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

II. Absences Defined

A. Excused School and Class Absences and Tardies

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
3. Death in family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and regional, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

B. Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence.

Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course will have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Unexcused absences do not require that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time.

III. Responsibilities Defined

A. The principal is expected to ensure that:

1. Attendance/tardiness is taken and recorded by duly authorized persons at a designated time(s) every official school day.
2. A review of classes that have excessive absences is made in order to determine if the quality of instruction is a factor in the failure of students to attend class on a regular basis. Should this be the case, he/she will initiate appropriate action to upgrade the quality of instruction in the classroom(s) in question.

EXHIBIT #5 (Continued)

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3. A duly authorized person(s) determines the status of each absence/tardiness.
 4. The steps outlined in Section 1003.26, Florida Statutes to ensure regular school attendance are implemented.
 5. An Attendance Review Committee is established and convened a minimum of six (6) times per year.
 6. Provide consideration to appeals made by students and/or parents regarding recommendations of the Attendance Review Committee.
- B. The classroom teacher is expected to:
1. Encourage good school and class attendance with challenging and rigorous instruction and curriculum and by demonstrating an interest in the welfare of students.
 2. Take and record attendance/tardiness for the students enrolled in each class. The record should reflect excused or unexcused absences/tardinesses.
 3. Upon request of the student or the parent/guardian, provide make-up assignments for excused absences/tardinesses.
 4. Make recommendations to the Attendance Review Committee regarding quarterly, semester and final grades when the student has accumulated ten (10) unexcused absences in an annual course or five (5) unexcused absences in a designated grading period or semester course.
- C. The student is expected to:
1. Attend classes one hundred and eighty (180) days each school year.
 2. Request the make-up assignments for all excused absences/tardinesses from his/her teachers upon his/her return to school or class. It should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.

EXHIBIT #5 (Continued)

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3. Complete the make-up assignments for classes missed within three days of the return to school. Failure to make up all assignments will result in the lower assessment of the student's academic and/or effort grade.
 4. Be reported as present for the school day in order to participate in athletic and extracurricular activities.
- D. The parent/guardian is expected to:
1. Be responsible for his/her child's school attendance as required by law and stress the importance of regular and punctual school attendance with his/her child.
 2. Report and explain an absence or tardiness to the school.
 3. Ensure that the child has requested and completes make-up assignments for all excused absences/tardinesses from his/her teachers upon his/her return to school or class.
 4. Appear before the Attendance Review Committee at the scheduled time to provide information relating to his/her child's absences and to support prescribed activities.
- E. The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences. They are expected to:
1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
 2. Convene a minimum of six (6) designated times per year.
 3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades.

- b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - (1) Make-up assignments
 - (2) Attendance probation for the following grading period(s)
 - (3) Completion of a school service project
 - c. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.
4. Review attendance history for student exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

IV. Appeal Process

The parent or guardian who does not concur with decisions made by the Attendance Review Committee may petition to the principal or principal's designee. The final level of appeal will be processed by the Regional Superintendent or designee.

V. Truancy petition; prosecution; disposition

If a child does not comply with efforts to enforce school attendance, the Superintendent may file a truancy petition pursuant to Section 984.151, Florida Statutes.

Specific Authority: 1001.41(1)(2); 1001.42(23); 1001.43(10) F.S.

Law Implemented, Interpreted, or Made Specific: 984.151; 1001.51(6) and (26); 1003.21; 1003.23; 1003.24; 1003.26; 1003.27; 1006.07 F.S.

History
New: 4-18-07

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA