

## Abbeville County School District Truancy Flow Chart

Student Identified as  
Truant (3 consecutive  
*unexcused* absences,  
or 5 total *unexcused* absences)



School Attendance Officer will attempt to contact parent/guardian for documentation to excuse the absences. The school can utilize their SRO to assist with making contact after attempting multiple unanswered phone calls.



If the absences remain *unexcused*, the School Attendance Officer sets up a meeting with the parents to construct an Attendance Intervention Plan. The school keeps a copy of the plan and submits a copy to the Director of Student Services. The Director of Student Services contacts parents.



School Attendance Officer notifies the Director of Student Services when/if the student fails to comply with the AIP *and* accumulates 2 or more *unexcused* absences (*Parents have the opportunity to provide excuses*)



Director of Student Services contacts the Solicitors Office for a court docket

*Students ages 6-17 identified as truant must be coded in Incident Management*

### **Lawful Absences Regulation 43-274**

- **Student Illness**
- **Illness or death in the student's immediate family**
- **Religious Holidays in the student's faith**
- **Absences approved by the principal**

### **Unlawful Absences Regulation 43-274**

- **Absences of a student without the knowledge of his or her parents**
- **Absences of a student without acceptable cause with the knowledge of his or her parent**