

Copper Country Intermediate School District
809 Hecla Street

HANCOCK MI 49930-0270

JUVENILE CRIME & TRUANCY PREVENTION PROGRAM

Office: (906) 482-4250 ext 137 FAX: (906) 482-1931

TRUANCY REPORT FORM

Report Guidelines: A truancy report should be submitted immediately upon onset of unexcused attendance, at any age or grade below age 16. Examples of truancy include; excessive tardiness, patterns of skipping particular classes, missing consecutive days of school or absenteeism based on undocumented illness. The administrator responsible for student attendance should submit this form along with attendance data and any other applicable documentation to the CCISD - JCTP Office in person, by FAX or by contacting the officer above.

Levels of School Intervention Required By Law: The following steps must be taken by a school before initiating a truancy complaint.

1. ___ A phone call to the parent or guardian
2. ___ Reviewing the students curriculum (if cause)
3. ___ Certified letter to parent or guardian
4. ___ Meeting with Principal / Counselor
5. ___ If on probation, has Juvenile Probation been advised?

Required Information on the Truancy Report:

Student's Full Name (F,M,L): _____ Student's Date of Birth: _____
Father's Full Name (F,M,L): _____ Mother's Full Name: _____
Father's Date of Birth: _____ Mother's Date of Birth: _____
IF STUDENT IS UNDER A GUARDIANSHIP, Guardian's Full Name (F,M,L): _____
Guardian's Date of Birth: _____ Guardianship established (date & court): _____
Student's Home address (physical location -house number, street, city & zip code): _____

Student's Home phone number: _____ Is the student on an IEP? _____
Parent / Guardian's work phone number: _____
Brief Summary of behavior: _____

School Official initiating complaint (name & title): _____ Phone number: _____
School address: _____

School Official Signature: _____ Date Submitted: _____

*****FOR CCISD USE ONLY*****

Case Number: _____ Date Received: _____ Investigator: _____
Phone contact (date & time): _____
Home visit (date & time): _____
Transports or attempts (number, date & time): _____
Service of Compulsory Attendance laws (date & time): _____
Service of Notice of Noncompliance (date & time): _____

Case Disposition:
Opened _____ Closed _____ Unfounded _____ Reason: _____
Refer to _____ Program (date): _____
Refer to _____ Program (date): _____
Refer to Prosecutor for misdemeanor educational neglect (date & person charged): _____
Warrant issued: _____ Action taken: _____
Refer to Asst. Prosecutor for juvenile hearing (date): _____
Hearing date: _____ Action taken: _____
Refer to FIA Protective Services (date & person(s)): _____