

Copper Country Intermediate School District
809 Heck Street
P.O. Box 270
Hancock, Michigan 49931-0270

Truancy Complaint File Checklist

The following checklist has been developed for the Courts in determining probable cause in authorizing a hearing and/or a warrant.

Listed below are the steps that the reporting school and the CCISD have taken to gain compliance with the Michigan School Code; therefore the CCISD Attendance Officer has attached the complaint file for Court action and has forwarded it to the County Prosecutor's Office.

School Action:

1. Phone call to parent/guardian advising of absence. YES / NO
2. Reviewing the student's curriculum (if cause of truancy). YES / NO / NA
3. Letter(s) to parent/guardian advising of absenteeism.
Number ___ Dates: _____ YES / NO
4. Meeting between school official(s) and parent/guardian.
In person ___ By phone ___ YES / NO
5. Truancy Report and attendance records filed with CCISD. YES / NO

CCISD Action:

1. Phone contact with parent/guardian.
Explain: _____ YES / NO
2. Home visit (with physical address).
Explain: _____ YES / NO
3. Service of Notice of Noncompliance.
In person ___ Registered Mail ___ YES / NO
4. Transports or Attempts to transport (minimum 1).
Number ___ No one home - notice left at residence ___ YES / NO
5. Refer to: PROSECUTOR ___ POLICE ___ FIA ___ JUVENILE COURT ___

With the above actions cited the CCISD certifies it has exceeded its obligations under the laws of the State of Michigan and hereby submits attached evidence for Court action.

Certified by: _____ Date: _____
CCISD Attendance Officer