

## **Secondary Violation of Habitual Truancy (Grades 7-12 and between 12 and 17 years-old)**

Pursuant to Utah Code 53G-6-202, 53G-8-211

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Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ GPA: \_\_\_\_\_

Custodial Parent(s)/Legal Guardian(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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*Truant means a student is absent for at least half of the school day without a valid parent/guardian excuse (Utah Code 53G-6-201(11). A valid excuse means a parent/guardian communicates to the school via, phone, email, note, or in person (see Policy [2900 - Attendance](#) and Utah Code 53G-6-201(13) for a list of excused absences). A student can only be counted truant one time per day.*

**Step 1. Notice of Truancy:** When a student is truant 10 times, a parent/guardian is issued a Notice of Truancy by registered mail or hand delivered directing them to:

- **Meet** with the school designee to discuss the child's attendance problems
- **Cooperate** in securing regular attendance by participating in evidence-based intervention
- **Prevent** the child from being truant during the remainder of the school year

Date Notice of Truancy Sent: \_\_\_\_\_ By (Name/Title): \_\_\_\_\_

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### **Intervention Options to Resolve Attendance Problems: (Attach all documentation)**

- Mobile Crisis Outreach Team
- A youth services center operated by the Division of Juvenile Justice Youth Services
- A youth court or comparable restorative justice program
- Evidence-based interventions created and developed by the school or school district
- Truancy Mediation
- Other evidence-based interventions created and developed by the local education agency, the state board, juvenile court, local counties or municipalities, the Department of Health, or Department of Human Services

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**Step 2. Notice of Habitual Truancy:** If after implementing interventions, the student is truant 10 more times, a parent/guardian is issued a Notice of Habitual Truancy by registered mail or hand delivered directing them to:

- **Meet** with the school designee to discuss the child's attendance problems
- **Cooperate** in securing regular attendance by participating in prevention and early intervention youth services provided by the Division of Juvenile Justice Youth Services ([JJYS Youth Services Referral](#))
- **Prevent** the child from being truant any more times during the remainder of the school year
- **Be aware** of the potential referral to Juvenile Probation

Date Notice of Habitual Truancy Sent: \_\_\_\_\_ By (Name/Title): \_\_\_\_\_

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**Step 3. Referral to Juvenile Probation:** The school may report a student who is habitually truant ([Habitual Truancy Referral Form](#)) to Juvenile Probation ([5thjuvrefalstg@utcourts.gov](mailto:5thjuvrefalstg@utcourts.gov)) if the student:

- is in grade 7 or above and at least 12 years-old and,
- has failed to successfully participate in evidence-based intervention (by documented refusal to participate or additional truancies), and
- has failed to successfully participate in early intervention youth services provided by the Division of Juvenile Justice Youth Services (by documented refusal to participate or additional truancies), and
- has been truant at least 21 times during a school year (10 for Notice of Truancy, 10 for Notice of Habitual Truancy, plus one more Truancy Violation)

Date Truancy Referral Sent: \_\_\_\_\_ By (Name/Title): \_\_\_\_\_