

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

Student's Name: _____ School: _____
Grade: _____ Date of Birth: _____ GPA: _____
Custodial Parent(s)/Legal Guardian(s): _____
Phone Number: _____ Email Address: _____
Address: _____ City: _____ Zip: _____

***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): _____

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

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): _____

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) 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 trancies), 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 trancies), 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 Vioaltion)

Date Truancy Referral Sent: _____ By (Name/Title): _____