

BPS Court Referral CheckList

***Student Summary from IC**

(this provides the courts with info of who to contact)

***Student Contact Log from IC that supports the 3, 5, 7, 10 day absence policy**

(when picking dates, start from when the logs start so the courts can see all the steps we have taken)

***Attendance Report from IC**

(start from the beginning of the year)

***Copies of all letters sent out-The number of day absence letters primarily; any letters sent from the teacher, counselor, or other support program used to supplement the schoolwide absence letters**

(3, 5, 7, 10 and or any letter that may have been sent out)

***Any Certified Letters sent and documented Home Visits-The Home Visits must be in person visits that take place on the property of the student & family; Home visits must be attempted prior to any referral to truancy court**

***Verification of any In Person meetings or phone calls or emails that were attempted or took place to support the family & student outside of the IC log**

***Copies of all attendance contracts-The contracts can be from the administration, counselor, teacher, and/or attendance clerk**

***Verification of completion of Parent/Guardian Orientation and Student Orientation to Distance and/or Blended Learning-An orientation is offered for both Distance and Blended Learning**

***Verification that iPad, Jet Pack(s), or packets have been offered and/or provided to the student and family for Distance and Blended Learning**

***Court Letter-Letter informing the family that they have been referred to family court**

***Copy of Attendance Contracts from Truancy Court and with BPS**