

**ATTENTION: Building Administrators
General Summary of Truancy Procedures**

Kalamazoo Regional Educational Service Agency (Kalamazoo RESA)

1. The individual school is the first contact to notify the parent that absences of his/her child are excessive; interfering with school attendance or without sufficient cause. At least a week prior to the truancy referral, please inform the parent that a referral will be made to the Kalamazoo Regional Educational Service Agency if attendance does not improve. Give the parent a few days to correct the situation. If absences continue, refer.
2. To refer a student for truancy, please complete the Truancy Referral Form and send to Jerry Jansma, Attendance Officer, Kalamazoo RESA, 1819 East Milham Road, Kalamazoo MI 49002-3035. You may fax this form to (269) 388-9385. Sign this form and fill out completely. Fill in "unknown" if employment of parent is unknown.,
3. Upon receipt of the first referral, the Kalamazoo Regional Educational Service Agency will mail a letter and legal notice to the parent/parents of the referred student.
4. If attendance of the referred student is still considered by school personnel to be unsatisfactory after parent's receipt of the letter and legal notice, please send a second referral to the Kalamazoo Regional Educational Service Agency. Two weeks would normally allow enough time to determine impact of the first notification.
5. Upon receipt of a second referral, a letter will be sent by certified mail requesting that the parent/parents and student attend a conference at Kalamazoo RESA.

At the time of the conference, with input from the school, a determination will be made regarding what action would seem most appropriate.

The parent will be told at the conference that the parent is the one ultimately responsible for his/her child's school attendance, the consequences of failing to comply with the Compulsory School Attendance Law, and the possibility of District Court involvement by way of warrant against him/her/them as the person/persons in parental relation.

The family may be referred to an outside counseling agency of the Kalamazoo County Juvenile Court.

6. If there is no significant change after the conference, please send a third referral or call me. The Office of the Prosecuting Attorney will then send a letter to the parent stating the child's attendance record must substantially improve.
6. If all else fails, the Kalamazoo Regional Education Service Agency in conjunction with the local school, may request the Office of the Prosecuting Attorney to issue a warrant against the parent/parents for failing to comply with the Compulsory School Attendance Law. **Absenteeism due to out-of-school suspension as a punishment for skipping school is usually not considered truancy by District Court.**

(School Letterhead)

(Date)

Dear Mr. and Mrs. _____

I am sending you this letter to express my concern regarding _____'s attendance. At this time, school has been in session _____ days and _____ has missed a total of _____ days. The school considers this to be excessive.

I would like to remind you that the Michigan School Code states that it is the responsibility of parents to see that their children between the ages of six and 16 be in regular attendance at school. Please contact me as soon as possible so that we can further discuss this matter. Otherwise, it will be my expectation that _____'s attendance will improve and become acceptable.

Respectfully,

(Name)

(Title)

Note 1: This letter is sent by the principal. This letter must be certified, restricted (who may sign), and returned-receipt-requested (receipt of acceptance or referral.)

Note 2: Do not change the wording on this form. Simply add your own letterhead.

**NOTICE TO
PARENTS OR GUARDIANS
OF NON-ATTENDANCE OF CHILDREN IN SCHOOL**

To: STATE OF MICHIGAN
County of _____

YOU ARE HEREBY NOTIFIED THAT _____, a child (or children) of at least six years of age and under 16 years of age, and under your legal control has (or have) not been attending school as required by the School Laws of the State of Michigan.

YOU ARE HEREBY DIRECTED:

1. To send said child (or children) to the public school of your district on the morning of the first school day after receipt of this notice.
2. Said child (or children) must be in regular or consecutive attendance at school for the remainder of the school year.
3. _____

Date Served _____

Jerry Jansma, Attendance Officer

If the child does not appear in school as provided above, it shall be the duty of the Attendance Officer to make a complain against the parent before any District Judge in the County. The Court shall issue a warrant for said parent and proceed to hear the case.

STATE SCHOOL LAWS

Sec. 1561. (1) Except as provided in subsection (2) and (3), Part 24, every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. M.S.A. 15.41561.

Sec. 1588. The attendance officer, after giving the formal notice prescribed in section 1587, shall determine whether the parent or other person in parental relation has complied with the notice. The attendance officer shall make a complaint against the parent or other person in parental relation having the legal charge and control of the child who fails to comply to the court having jurisdiction in the county of residence for refusal or neglect to send the child to school. The court shall issue a warrant upon the complaint and shall proceed to hear and determine it in the same manner as is provided for other cases under its jurisdiction. M.S.A. 15.41588.

Sec. 1599. A parent or other person in parental relation who fails to comply with this part is guilty of a misdemeanor, punishable by a fine of not less than \$5 nor more than \$50, or imprisonment for not less than two nor more than ninety days or both. M.S.A.. 15-41599.

Kalamazoo Regional Educational Service Agency (Kalamazoo RESA)
Attendance Officer
Kalamazoo MI 49002-3035
(269 385-1516)

**Notice to Parents or Guardians
Violation of State Compulsory Attendance Laws**

TO: _____, 20_____
Date

You are hereby notified that _____, a child six years of age and under sixteen years and under your control, is not attending the public schools as is required by Act 451 of the Compiled Laws of 1977 as amended by Act 43 of the Public Acts of 1977 of the state of Michigan. You are hereby notified to cause said child to begin regular and consecutive attendance at the _____ School at the start of school on the morning following receipt of this notice; and you are further notified that said child must be in regular and consecutive attendance during the remainder of this school year.

Failure to so comply shall involve court action and, upon conviction, may involve a penalty of not less than five dollars nor more than fifty dollars, or imprisonment for not less than two or more than ninety days, or both such fine and imprisonment in the discretion of the court.

Respectfully,

Jerry Jansma, Attendance Officer

Served _____
Via U.S. Mail