

## TRUANT CONDUCT REFERRAL CHECKLIST

- \_\_\_ 1. Child's Name.
- \_\_\_ 2. Child's DOB.
- \_\_\_ 3. Child's Address.
- \_\_\_ 4. Parent(s)/Guardian(s) Name.
- \_\_\_ 5. Parent(s)/Guardian(s) Address.
- \_\_\_ 6. Warning Letter(s).
- \_\_\_ 7. Truancy Prevention Measures.  
Include the measures taken by all school personnel, and the dates that the student was scheduled to meet with school officials and the results of those meetings.
- \_\_\_ 8. Dates of Qualifying Absences, listed on the Denton County Student Referral Form.  
Include a computer printout from the school's attendance program, with a key/legend.
- \_\_\_ 9. (A) Is Truancy being filed within 10 school days of the 10<sup>TH</sup> absence, giving rise to truant conduct?

**OR**

- \_\_\_ 9. (B) Is Truancy being filed within 30 calendar days of the 10<sup>TH</sup> absence, giving rise to truant conduct, because TPMs were in place and working?
- \_\_\_ 10. Verify that the child resides in Denton County.
- \_\_\_ 11. Completed Truancy Referral Form

Please verify that all of this information is included in the Truant Conduct Referrals, prior to sending the referrals to the appropriate Truancy Court. If any of the above items are not included in the Truant Conduct Referral the case will be declined.

Notes: