Erie County Family Services Team

Truancy Referral

Erie County Department of Social Services
Family Services Team
Appletree Business Park
2875 Union Road, Suite 356/Unit 119

Mail Referrals to:
PO Box 120
Buffalo, NY 14202

Fax Referrals to:
(716) 858-7492

Questions? Call (716) 858-8349

Strengthening families through prevention and early intervention by connecting youth and families to programs, services, resources and compassionate support.

Truancy Referral Requirements

Schools may make referrals to the Family Services Team for student attendance concerns. Truancy referrals are accepted if all of the following conditions have been met.

Before a truancy referral is accepted by the Family Services Team, the student must have accumulated at least **15 full days of unexcused absence from school**.

As per regulation, for our department to accept a truancy referral, the school must document all diligent efforts to address truancy with youth and parent/guardian.

- ✓ School staff must address attendance concern directly with parent and youth in a timely manner when truancy issue manifests itself.
- ✓ School must address attendance concern with parent/guardian by **phone, mail and home visit**.
- ✓ There must be at least **five attempts** made by school officials to contact youth and parent to address truancy issue. "Robo-calls" are not considered valid attempts to contact a parent.
- ✓ If attempts to contact parent/guardian are unsuccessful at least two home visits must be made to attempt a face-to-face contact with parent/youth.
- ✓ A plan should be developed between the parent/guardian, youth and school to rectify the truancy issue.
- ✓ School officials must use available community resources/services to rectify the truancy situation prior to submitting a truancy referral (Example: School counseling, check in/check out, schedule changes, referral to outside counseling agency).
- ✓ If school officials determine that the truancy issues is the result of parental negligence, school officials should file a Child Protective Services (CPS) report for educational neglect. It is strongly encouraged that school personnel utilize the assistance of their co-located CPS staff within their districts (if applicable).

If all steps above have been completed, please proceed to the following page.

Complete all information requested. Partial referrals will not be accepted. Please provide an updated attendance report for the student with the referral. Truancy referrals can be mailed, faxed or delivered in person. Truancy referrals are not accepted after April 1st of each year.

What if attendance is a concern but youth has not yet met the 15 day requirement? *Schools are required to try a variety of interventions to address school attendance concerns before they become chronic. If you feel that a youth or family have more comprehensive needs which are contributing to their attendance, please call the Family Services Team for assistance or refer the family to the FST.*

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Family Services Team Truancy Referral Form

I have reviewed all referral requirements and have determined that this is an appropriate truancy referral (see prior page).

Date

Youth Name **DOB** **Age**

Phone **Grade**

Address

Mother **Phone**

Address

Preferred Language

Father **Phone**

Address

Preferred Language

School

Name of Referring Individual

Phone Number/Extension

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Truancy Intervention History

Youth Name

☐ Youth has accumulated at least 15 **full days of unexcused** absences from school.

☐ Current attendance record is attached.

☐ Youth has been referred to the Committee for Special Education (CSE). *If yes, attach copies of the IEP/504 Plans/Manifestation Hearing.*

School Attempts to Contact Youth and Parent

*** A minimum of **5 documented attempts** are required prior to referral being made. ***

Date of Attempt	Format (phone, mail or home visit)	Outcome
1.		
2.		
3.		
4.		
5.		
6.		
7.		

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Other Interventions

Date	Resource or Intervention Offered	Actionable Steps	Current Status of Intervention

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