



## Bay-Arenac ISD Truancy Services Referral Guidelines

Michigan Department of Education recommends that absences exceeding 10% of the scheduled days of instruction be considered as truancy. Their belief regarding this determination is that it becomes difficult to achieve success if a student is missing more than 10% of the days school is in session.

The following should be considered guidelines for local districts in making truancy referrals to the BAISD Truancy Services Program:

- Truancy referrals may be made once a student accumulates nine absences during a semester or six absences during a trimester. These absences may be excused or unexcused.  
***Only unexcused absences will be considered by the court.***
- For students who are repeat offenders from the previous year, they may be referred again once they accumulate only three absences in a semester.
- For students who are habitually tardy, referrals may be made under the same guidelines. Once a student accumulates more than nine tardies during a semester or six during a trimester, a referral may be made.
- Once a referral has been made, a letter will be sent to the parent/guardian with a date/time for a meeting at the school.
- During the parent meeting, an agreement will be signed by the parent/guardian, school official and truancy officer.
- School personnel will notify the truancy officer of continued absences without proper documentation.
- For elementary students, if the problem cannot be corrected after working with BAISD Truancy Services, a petition will be filed and parents will be prosecuted. Parents may incur fines and court costs, jail time and/or probation.
- For middle school and high school students, if the problem cannot be corrected after working with BAISD Truancy Services, a petition will be filed with the prosecutor's office. Parents may incur fines and court costs. Students may incur a juvenile record and probation.
- The compulsory school attendance law has changed. For students whose date of birth is 12-1-98 or later, they must attend school from age 6–18.
- As in the past, each local district should use their discretion in determining when students are referred.

**To expedite the truancy process, please scan and email your truancy referrals and attendance reports.**

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