

ADMINISTRATIVE CHECKLIST

To facilitate the handling of this case, please complete the following information and return to Berrien RESA.

STUDENT'S NAME _____ SCHOOL _____ GRADE _____ DATE _____

PHYSICAL DESCRIPTION OF STUDENT IF OVER AGE 11 (*PLEASE COMPLETE*)

HT _____ WT _____ Race _____ Hair _____ Eyes _____ Place of Birth _____

PHYSICAL DESCRIPTION OF CUSTODIAL PARENT IF STUDENT IS UNDER AGE 11

HT _____ WT _____ Race _____ Hair _____ Eyes _____ D.O.B. _____ (*This is for the purpose of filing "Educational Neglect" with the prosecutor if warranted.*)

1. Were the parents notified by phone or letter that the school was obligated by law to make a truancy referral to the Berrien Regional Education Service Agency if attendance did not improve? ____Y ____N
2. Has a school/parent meeting regarding attendance already been held this year? ____Y ____N
Please list dates of letters, meetings, phone calls, etc.:
3. Are the student's absences primarily related to illness? ____Y ____N
Are the student's absences primarily related to suspensions? ____Y ____N
Comments:
4. Is there a prior history of attendance problems? ____Y ____N
5. Is there another way to approach the problem other than a referral to the Berrien RESA Truancy Officer? i.e. school counselor or school social worker, physician, counseling agency, social services) ____Y ____N Cooperative efforts work better than coercion.
6. Is the student/family already in counseling? ____Y ____N ____ Don't know
If yes, do you know which agency or counselor?
7. Is the student classified as Special Ed? ____Y ____N If yes, please specify _____
8. Does Special Ed eligibility need to be determined? ____Y ____N
9. Should an IEP be called before making a truancy referral? ____Y ____N
10. Should student be referred to an alternative education program? ____Y ____N
11. Are parents cooperative with the school? ____Y ____N
12. Is the student passing? ____Y ____N ____A's ____B's ____C's ____D's ____F's
13. Is a school counselor or school social worker already actively involved? ____Y ____N
Name of assigned counselor/social worker _____
14. Is student involved with Circuit Court - Family Division (Juvenile Court) ____Y ____N
Probation Officer/Caseworker _____