

**Rock Island County Regional Office of Education
Referral Checklist**

Student Name: _____ **Date of Birth:** _____
School: _____ **Date:** _____
SIS# _____ **Grade:** _____ **Language Barrier (Y – N)** _____
Key Contact for Student at School: Counselor: _____ **Dean and/or Principal:** _____

REFERRAL PROCESS

The Rock Island County Regional Office of Education, Prevention Services will not accept truancy referrals if the student does not have 6-8 marked unexcused absent days. Grade level focus will be K-10. Prevention Services will make exceptions for 11th and 12th grade students on a case-by-case basis. The home school must contact Prevention Services and set a meeting with the Prevention Services Specialist/Truant Officer/Case Manager to review each case before it is accepted. Below is the information necessary to make a referral to the Prevention Services Team. ***Please note that incomplete referrals may delay the process.

In ALL cases of truancy, the Rock Island County Regional Office of Education (RIROE) must be provided the following:

- Proof of parent notification letter for three (3) to five (5) unexcused absences completed by the home school.
- Proof of parent notification letter for six (6) to eight (8) unexcused absences completed by the home school.
- Proof of parent notification letter for appointment with the RIROE (to be completed by RIROE).
- (To be completed by home school and the RIROE at the end of year) Is the student being retained? Y or N _____
- Is the student repeating any classes from the previous semester or year? Y or N _____

In cases of High School truancy, the following information must be provided:

- Credits attempting at time of referral (completed by home school) _____
- Credits earned at the end of school year (completed by RIROE and Home School) _____

In ALL cases of truancy, documentation of supportive services, alternative programs, and other school resources that were provided in effort to correct the student's truancy behavior (105 ILCS 5/26-8a) must be provided and must include signatures, legible and detailed descriptions, and dates of provided services (which may include but are not limited to):

Interventions (minimum of 4) the school has made. Attach papers and logs where appropriate.

- Phone Call(s) to Guardian/Parent (by whom and dates) _____
- School based meeting(s) (which may include RIROE case workers.)
Dates/attendees _____
- Parent Conference (by whom and dates) _____
- Punitive actions (by whom, dates, and copies) _____
- Other (what contact made, by whom, and dates) _____

➤ **Please CIRCLE documented contributing factors:**

- | | |
|--|----------------------------------|
| Multiple Suspensions | High Failure |
| Drugs/Alcohol | Emotional/Mental Problems |
| Physical Issues | Low Income |
| Credit Deficient | Teen Parent |
| Low Achievement | Previous Retention |
| Frequent Change of Schools and/or cities and homes | Possible involvement with a gang |
| On probation _____ Student _____ Parent _____ | |
| Other _____ | |

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***To be completed by the RIROE. Intervention and/or preventative measures the Rock Island Regional Office of Education (RIROE) has made. Attach papers and logs where appropriate.**

- Phone Calls _____
- Reschedule Letter _____
- Home Visits _____
- Administrative Hearing _____
- Building Level Intervention Documentation (indicate specific interventions that were completed) _____
- Any Community Outreach Partners Information and Documentation _____
- Truant Attendance Reports _____
- Grades _____
- Ticket(s) (date, by whom, copies) _____
- Community Service _____
- One-on-One meetings with Truant Officer _____
- State's Attorney _____
- Other _____