TRUANCY WITH ENROLLMENT GUIDANCE

for All Public, Charter and 60% publicly Funded Schools

When a student meets the criteria for truancy, school administrative units must maintain the student's enrollment and enter the progress into Synergy State Edition while the school follows the necessary protocol for truancy. Each incremental step in the process should be documented and dated and the truancy record must remain open until it reaches a conclusion. There can only be one record open at a time per student.

There are four different truancy thresholds:

1. A student aged 7 or above who hasn't completed 6th grade **and** has 5 or more consecutive unexcused absences
2. A student aged 7 or above who hasn't completed 6th grade **and** has 7 or more cumulative unexcused absences.
3. A student who has completed 6th grade but is not yet 17 **and** has 7 or more consecutive unexcused absences.
4. A student who has completed 6th grade but is not yet 17 **and** has 10 or more cumulative unexcused absences.

Once a student has been identified as truant by meeting one of the four thresholds, a truancy record must be entered into Synergy State Edition. The Start Date of the truancy record is NOT the date of data entry but rather the date the student has been deemed truant under the guidelines described above.

The truancy resolution levels are followed sequentially and the specific truancy resolution steps that must be followed are:

- Superintendent notified (MRSA 20A 5051-A 2A-1)
- Designated school personnel to develop an intervention plan to address absences (MRSA 20A 5051-A 2A-2)
- Official Parent Notification (MRSA 20A 5051-A 2C)
- Superintendent notifies school board (MRSA 20A 5051-A 2F)
- Parent meeting scheduled (MRSA 20A 5051-A 2D)
- Notification to local law enforcement (MRSA 20A 5051-A 2E)

Additional Intervention – this step can be added as needed and is not required. The step can occur at any point in the truancy process and does not have to be sequential to other truancy steps.

Note: If an SAU includes parent notification as part of its local intervention process, that should be documented as part of the intervention plan or as an additional intervention. The Official Parent Notification step in Synergy refers to the statutory requirement that occurs when it has been determined that the intervention plan is not correcting the truancy.

Synergy: Truancy records are entered into Synergy State Edition.
Synergy State Edition website: https://me-mdoe.edupoint.com/Login.aspx

NEO: Truancy data is sent from Synergy to NEO where the truancy reports are located.
NEO website: https://neo.maine.gov/DOE/NEO/Accounts/Account/Login

If you cannot log in to Synergy or NEO or you do not see the Student Truancy Summary screen and the Student Data tab as indicated below call the MEDMS help desk at 624-6896 for assistance.

Creating truancy records in Synergy State Edition:

1. In the top right, click 2017-2018 and the Change Focus box appears.
2. Select the following in the Change Focus box and click Save:
   Year: 2017 -2018
   Organization: Choose your school (the example picture shows Cony)
   Show Students: Show Active and Inactive
3. Click on the PAD Tree icon.
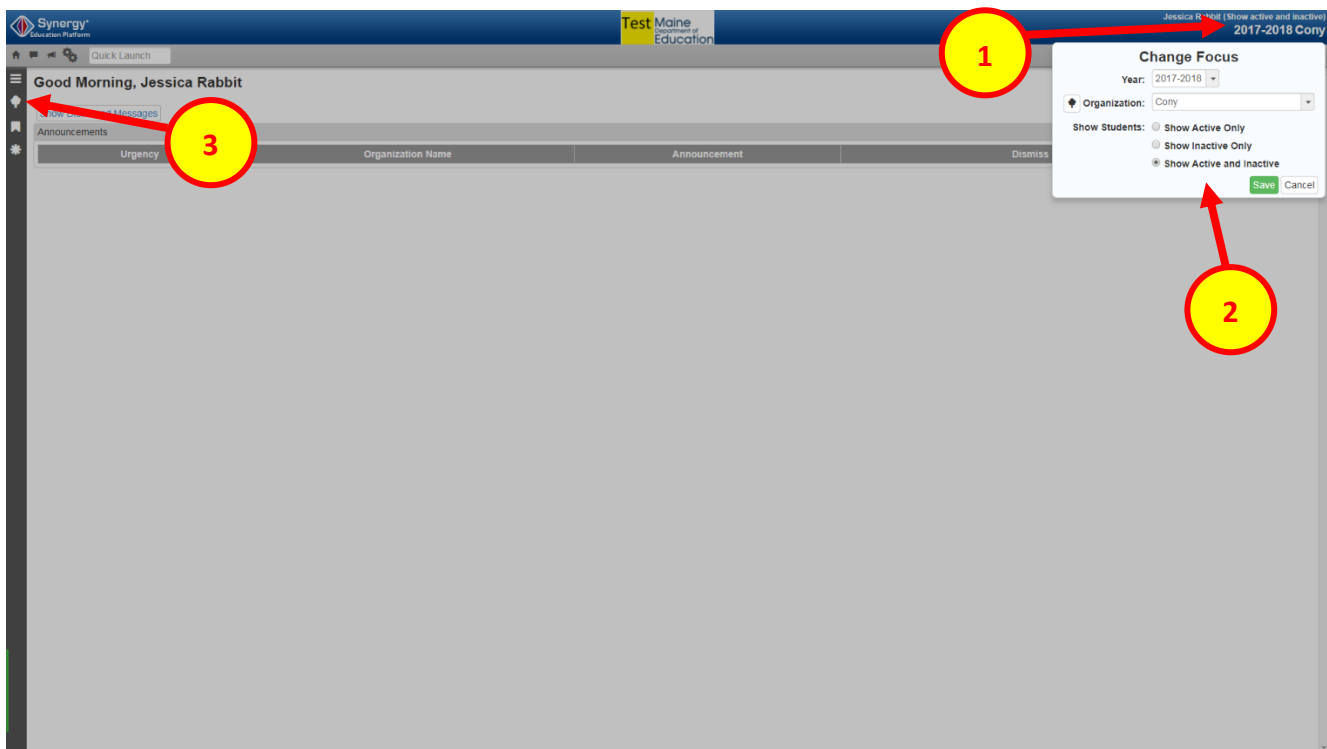
4. In the PAD Tree, Click Student Truancy Summary. (You may need to click the arrows next to Synergy SIS, Attendance, and Truancy to expand).
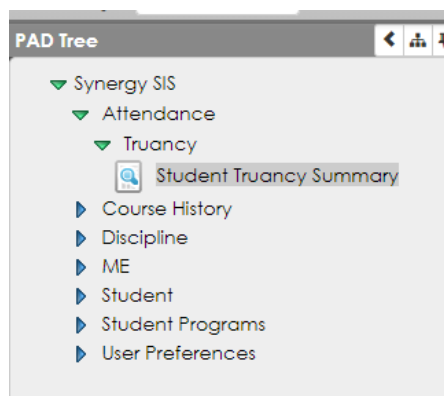
5. Type in the student's Last Name and First Name or State ID
6. Click Find.

7. Click the Add button to create a new truancy record.
8. Select the Truancy Type from the drop down and enter a Start Date. Each new record must have a Start Date and Truancy Type. The Start Date is NOT the date of data entry but rather the date the student has been deemed truant under the guidelines described above.
9. Click Save.

10. The truancy record is created:

Entering truancy steps:

1. Click Open Details to open the Student Truancy Details pop up.
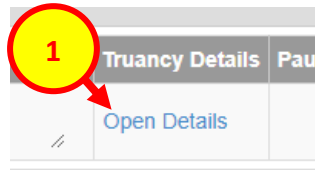
2. Enter the Notify Superintendent Date and Notify Superintendent Note.
3. Click Save.

4. Enter truancy steps 2 through 6 as they occur. The steps must be completed in the order that they are listed. The dates for each step must be on or after the date of the previous step. For example, if step 1 occurs on 1/30/2018 then step 2 must be 1/30/2018 or after.

Pausing a truancy record:

When a truancy record is paused, it temporarily resolves the truancy record and truancy steps. The reasons for pausing a truancy record are:

Pause Reason	Scenarios
Stipulation of Intervention Plan	Student is getting assistance in some manner as part of the intervention plan
Student Experiencing Absences That Are Excused	The student's absences are later excused.
Meeting Rescheduled	One of the meetings in the truancy steps was rescheduled
Additional Intervention Attempted	Absences are excused due to additional intervention
Student Returned to School; Evaluating Whether Attendance Is Stable	The student has returned to school.
Other (Explanation Required in Pause Note)	Only use this reason with guidance from Gayle Erdheim, McKinney-Vento TDAE Coordinator at DOE

The truancy would be resumed the next time the student has an unexcused absence.

1. Click the Pause/Resume button to open the Student Truancy Pause pop up.
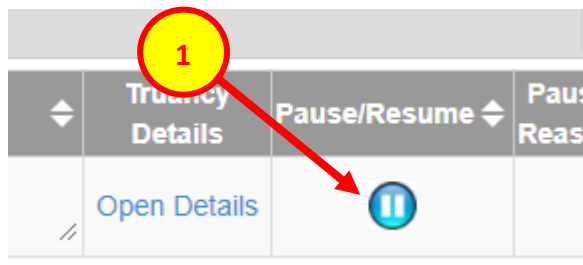
2. Enter the pause Date, select a Pause Reason from the drop down, and enter a pause Note:
3. Click Save.
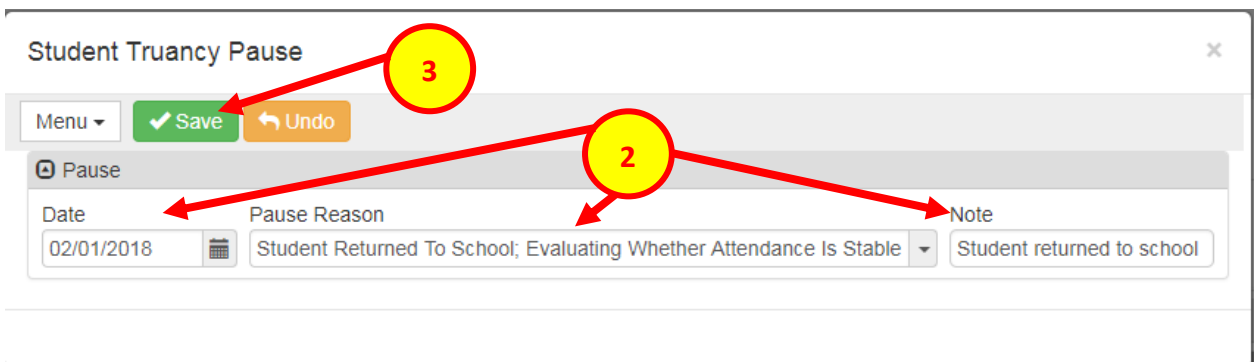
4. To resume the truancy record, click the Pause/Resume button:

5. Enter the resume Date and resume Note.
6. Click Save.

7. To view the history of Pause/Resume notes, click the Open Details button to open the Student Truancy Details pop up.
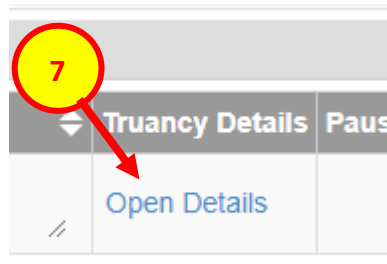
8. Go to the bottom of the Student Truancy Details screen to view the Pause History:

✖	Line	Pause Date	Pause Reason	Pause Note
☐	1	02/15/2018		student is truant again
☐	2	02/01/2018	Student Returned To School; Evaluating Whether Attendance Is Stable	Student returned to school

Closing the truancy record:

The only scenario in which you would manually close a truancy record is for students who are no longer of Compulsory Attendance age (MRSA 20A 5001-A 1)

Students reaching age 17 during the school year:

The truancy record is manually closed but the student's enrollment **should not be exited**. The student may be exited with code 03502 at the end of that school year. The student can only be exited with code 01927 if the parent(s), guardian(s) or the student provide a letter of intent to drop out. (MRSA 20A 5001-A 2B)

1. Enter the truancy End Date and the End Status as Closed.
2. Click Save

Exiting the student's enrollment will automatically close the truancy record when using the Exit Codes listed below. The truancy End Status changes to Closed and the truancy End Date changes to the enrollment Exit Date:

Enrollment exit reason:	Exit student's enrollment with code:
School year ends	03502 Not enrolled, eligible to return
Student was transferred to another district	01908 Transferred to a public school in a different local education agency in the same state
Student is transferring within district	01907 Transfer to a different public school in the same local education agency
Student is transferring to homeschooling	01918 Transferred to home schooling
Student is transferring to private school	00027 Transfer to a Maine approved private school
Student is transferring to a school out of state	01909 Transferred to a public school in a different state
Student is transferring to a school outside of the country	01916 Transferred to a school outside of the country

Student is transferring to a charter school (examples Maine Virtual Academy and Maine Connections Academy)	01919 Transferred to a charter school
Officially drops out of school (MRSA 20A 5001-A 2B)	01927 Discontinued schooling
The student passed away.	01923 Died
Student transferred to an institution	01917 Transferred to an institution
Student Graduated	01921 Graduated with regular, advanced, International Baccalaureate, or other type of diploma
Student was expelled	01925 Expelled or involuntarily withdrawn
Student reached maximum age for services	01926 Reached maximum age for services
Student's location is unknown and steps have been taken to locate student	01931 Not enrolled, unknown status
Student is in a foreign exchange program	03503 Enrolled in a foreign exchange program, eligible to return
Student is withdrawing from school and is under age 7	03504 Withdrawn from school, under the age for compulsory attendance; eligible to return
Student enrolled in adult education	73060 Officially withdrew and enrolled in ABE, adult secondary education, or adult ESL program
Student enrolled in a work force program (example Job Corps)	73061 Officially withdrew and enrolled in a workforce training program

When exiting a student with the below code, the truancy record will remain open:

Enrollment exit reason:	Exit student's enrollment with code:
Student is transferring within district	01907 Transfer to a different public school in the same local education agency

Submitting Quarterly Reports:

The Truancy reports are in NEO.

To access the reports:
1. Click on the Student Data tab.

2. Click Student Reports.
3. Select Truancy in the Reporting Area drop down.
4. Click View Report.
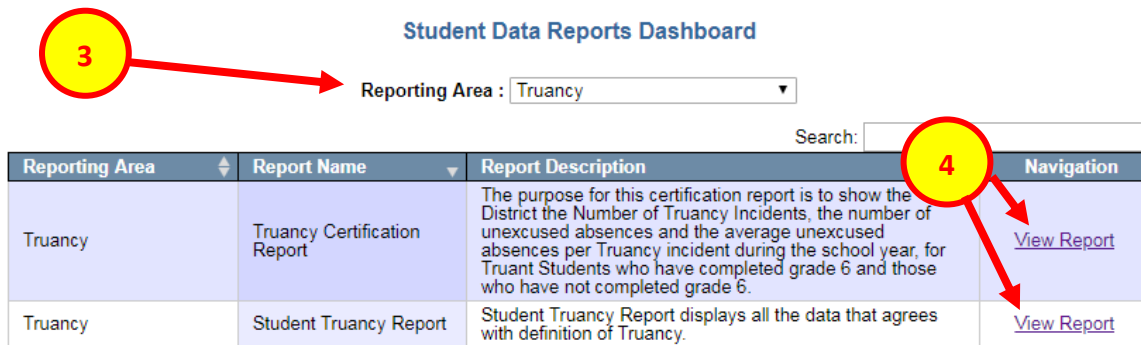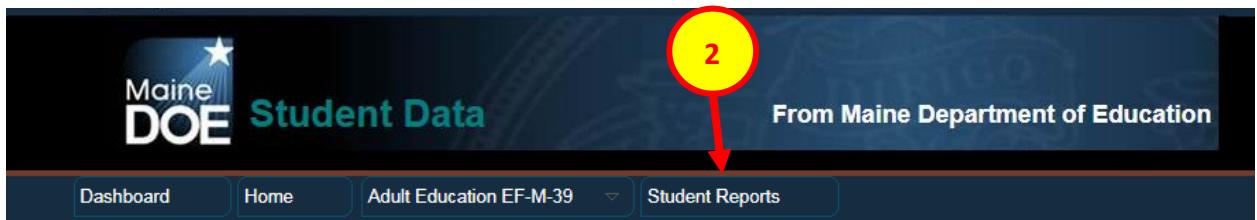
The Student Truancy Report can be used to review the data entered into Synergy.

The Truancy Certification Report will be certified by the Superintendent. Only Superintendents will be able to see the Review and Submit to DOE button shown below.

Guidance for Compulsory Aged Students: (MRSA 20A 5001-A 1)

➢ Student on a Superintendent agreement (out of District Placement) becomes truant during the school year
  • Attending School required to follow the truancy process to end of that school year and to notify resident District of the truancy. For subsequent year(s) the resident District is responsible for verifying enrollment and following the truancy process if the student does not resume attendance.
➢ High School Student in a District with no High School becomes truant during the school year
  • Attending High School required to follow the truancy process to the end of that school year and to notify resident District of the truancy. For subsequent year(s) the resident District is responsible for verifying enrollment and following the truancy process if the student does not resume attendance.
➢ Student is attending a 60% publicly Funded school becomes truant during the school year
  • Attending 60% publicly Funded School required to follow the truancy process to end of that school year and to notify the resident District of the truancy. For subsequent year(s) the resident District is required for verifying enrollment and following the truancy process if the student does not resume attendance.
➢ Student is known to have moved to different District, by word of mouth.
  • Attending School required to follow the truancy process to end of that school year and to notify resident District of the truancy. For subsequent year(s) the resident District is required to follow the truancy process until a request for records is received.
➢ Home schooled student.
  • Resident district is responsible for verifying that the family has submitted an Initial Letter of Intent for the first year of home instruction and a Subsequent Year Letter with the required annual evaluation in subsequent years. Resident district is required to follow the truancy process if this documentation is not received.

Guidance for Non-Compulsory Aged Students: (MRSA 20A 5001-A 2)

➢ Student reaches age 17 during the school year while being truant.
- Attending School required to follow the truancy process until the student turns 17 and keep the student enrolled until the end of the school year. For subsequent year(s) the District is **not** required to follow the truancy process and is **not** required to enroll the student (unless the student choses to return to school).

➢ Student on a Superintendent Agreement reaches age 17 during the school year while being truant.
- Attending School required to follow the truancy process until the student turns 17 and keep the student enrolled until the end of the school year. Attending School is also required to notify resident District of the truancy. For Subsequent year(s) the Resident District is **not** required to follow the Truancy process and is **not** required to enroll the student (unless the student choses to return to school).

*A Superintendent's agreement is an agreement that is binding for that school year and cannot be revoked, during that school year, without both Superintendents agreeing.

For information regarding Truancy:

http://maine.gov/doe/homeless/truancy/index.html

For information regarding enrollments:

https://www.maine.gov/doe/data/student/index.html

For questions about Truancy:

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