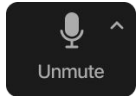
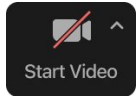


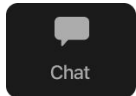
# Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact [LDOEcommunications@la.gov](mailto:LDOEcommunications@la.gov).



# Child Welfare and Attendance Monthly Call



March 13, 2025

# Agenda

- Introduction / Sign In
- Monthly Call Focus & Purpose
- Presentation: ***Truancy Process and Procedures for Lafayette Parish School System***
- Guest Speakers - ***Lafayette Parish School District CWA Team***
- Updates

Please email [ernise.singleton@la.gov](mailto:ernise.singleton@la.gov) with questions.



# Monthly Call Purpose

- **Focus:** Truancy Process and Procedures for Lafayette Parish School System
- **Purpose:** To cultivate a network of attendance stakeholders to discuss evidence-based best practices and resources to improve student attendance.

Please email [ernise.singleton@la.gov](mailto:ernise.singleton@la.gov) with questions.



# Lafayette Parish School System





# **EXPERIENCE** *the* **DIFFERENCE**

LAFAYETTE PARISH SCHOOL SYSTEM

**Child Welfare & Attendance**

# Child Welfare & Attendance Staff

## **Truancy Officers**

Tahanna Francis

Melissa Keller

Toni Semien

Felicia Washington

## **District Administrative Office**

Dr. Rollan L. Moore, Director

Jameka McKinley, Coordinator

Donna Sonnier, Secretary II (Director's Secretary)

Ashlynn Calais, Secretary I (Hearings)

Becky Hurks, Clerical Assistant (Truancy)

# Lafayette Parish Process

- Every school in our parish has a Truancy Officer assigned to their school as the CWA Point of Contact. The truancy rates are calculated at the end of each nine weeks and school year, which is how we determine the assignment of the Truancy Officers.
- Every campus has a School Based Truancy Team.
- The Truancy Officers facilitate Truancy Pre-Diversion Meetings every month for three days.
- LPSS has a partnership with the 15th JDC, where the District Attorney and Judge designates one Truancy Court date per month.



# Truancy Officer Assignments

<b>Toni Semien</b> <a href="mailto:trsemien@lpssonline.com">trsemien@lpssonline.com</a> O: 337-521-7156	<b>Felicia Washington</b> <a href="mailto:fswashington@lpssonline.com">fswashington@lpssonline.com</a> O: 337-521-7150	<b>Tahanna Francis</b> <a href="mailto:tf Francis@lpssonline.com">tf Francis@lpssonline.com</a> O: 337-521-7158	<b>Melissa Keller</b> <a href="mailto:mkeller@lpssonline.com">mkeller@lpssonline.com</a> O: 337-521-7596
<b>HIGH</b>	<b>HIGH</b>	<b>HIGH</b>	<b>HIGH</b>
David Thibodeaux	Comeaux	Northside	Lafayette
Carencro	Early College Academy	Acadiana	Southside
LeRosen	LeRosen	LeRosen	LeRosen
Career Center	Career Center	Career Center	Career Center
		E.J. Sam	
SOAR	SOAR	SOAR	SOAR
<b>MIDDLE</b>	<b>MIDDLE</b>	<b>MIDDLE</b>	<b>MIDDLE</b>
Judice	Broussard	Acadian	Edgar Martin
Scott	Milton	Paul Breaux	Lafayette
Carencro	Youngsville		L.J. Alleman
<b>ELEMENTARY</b>	<b>ELEMENTARY</b>	<b>ELEMENTARY</b>	<b>ELEMENTARY</b>
Westside	Evangeline	Alice Boucher	Baranco
Ridge	Katherine Drexel	J. W. Faulk	S.J. Montgomery
L. Leo Judice	Middlebrook	J. Wallace James	Charles Burke
Ossun	Ernest Gallet	Truman	Prairie
Duson	G.T. Lindon		Woodvale
Carencro Bob Lilly	Live Oak		Broadmoor
			Myrtle Place
			Martial Billeaud

# Truancy

LA Revised Statutes 17:233 & 17:221 provide that:

A student shall be considered habitually absent or habitually tardy after the 5<sup>th</sup> unexcused absence or 5<sup>th</sup> unexcused check-in or check-out within any school semester. The parent or legal guardian of a student shall enforce the attendance of the student at the school which the student is assigned. Any student who is a juvenile and who is habitually absent from school shall be reported to the family or juvenile court of the parish or city as a truant child, there to be dealt with in such manner as the court may determine.

# School Based Truancy Teams

- The School Based Truancy Team was designed to help schools focus on the truancy process, create a system wide approach to addressing students who are truant, assist in reducing the rate of truancy, and work hand in hand with the Truancy Officer throughout the process.
- Each school is required to establish a team on their campus to focus on truancy and work hand in hand with the Truancy Officer.
  - It is vital for each school to inform the Truancy Officer who is on the School Based Truancy Team.
  - Each team will have access to their truancy google spreadsheet to keep all documentation throughout the school year.
- The team should consist of a minimum of 3 people. It is recommended to include:
  - Administrator
  - Attendance Clerk
  - Counselor(s)

# Truancy Procedures

- Please follow each step of the referral process to eliminate delays: (Absences per semester) **THESE PROCEDURES MUST BE DONE!!!!**
- A student should only receive a 3 & 5 day letter once per year and input the data only once.
- There is no need to put the date the letter was sent into the spreadsheet. A report can verify it has been done.
- Once those students have been identified that are new, print the spreadsheet for the administration to send out the district call.

# Truancy Procedures

**3rd Unexcused Absence:** The ATTENDANCE CLERK shall send the parent/legal guardian of the student a 3 day letter every other week and **document the contact in the Google Spreadsheet following the steps listed in the 3 day meeting packet.**

**5th Unexcused Absence:** The ATTENDANCE CLERK shall send the parent/legal guardian of the student a 5 day letter weekly and **document the contact in the Google Spreadsheet under the 24-25 data tab following the steps listed in the 5 day letter packet.**

# Truancy Procedures

**Attendance Monitoring:** The spreadsheet should be checked regularly

- The Truancy Officer will pull the data to identify those students who will require a phone contact. Team members can identify those students needing calls by the highlight in the school note section.
- The school will initiate a phone call to the parent/guardian (use script provided) and document information received in the spreadsheet under school notes. PLEASE only use the SCHOOL NOTES section for documentation.
- If there is a student that needs immediate attention, email your Truancy Officer.

# Truancy Procedures

## Potential Truancy Officer Interventions:

- Schedule a Pre-Diversion with the parent to identify any services that may be needed. (Truancy Officer will be addressing any possible barriers that may be the cause of the students absences)
- Consider a SBLC
- Meet one on one with the student
- The Truancy Officer will schedule a monthly team meeting with the SBTT.

**The Truancy Officer will tag the student with Code 56 (A contact has been attempted/made) & 9T (Court Case) in the Programs tab in JCampus. TPD (Pre-Diversion ) will be tagged in Custom Codes.**

# Required 3 Day Absence Conference

- RS 17:233 states that the principal of the school, or his/her designee shall notify the parent/legal guardian, in writing, on or before a student's third unexcused absence or third unexcused occurrence of being tardy and shall hold a conference with such students' parent or legal guardian.
- A link has been added to the Child Welfare & Attendance page on the LPSS website to direct parents to the 3-Day presentation. A letter to the parent or legal guardian should be sent home as notification of the third unexcused absence and provides steps to access the presentation.
- Every school should run a 3 day report every other week.  
(Refer to the attached "how to" run this report and document letters sent below)



# Unexcused Check-Ins/Check-Outs

- The school **shall** send a letter to notify the parent/guardian (see attached) upon the 5<sup>th</sup> unexcused check-in or check-out within a school semester. (This can be done through a report like 3 day)
  - If a child/family checks in frequently, have the parent sign a check-in/check-out letter
- At 10 late check-ins/outs, the school shall contact the parent or legal guardian to discuss the problem and assist with solutions.
- After the letter and the contact has been documented and if the student reaches 15 check-ins/outs, the school may refer the case to the Truancy Officer to intervene. Please add the students name to the google spreadsheet for the 24-25 data & highlight the school notes section.

# Truancy Pre-Diversion (TPD) Meetings

- TPD meetings are designed in a format that resembles the process a parent would encounter if they were presenting before a Judge for Truancy Court. The goals of TPD meetings are to meet with parents to identify barriers that are preventing their child's regular school attendance, educate parents on the Truancy Laws, and decrease the truancy rate by intervening early.
- A “mock subpoena” is created and served by an Officer with the Lafayette Parish Sheriff's Office, which contains a specific date and time of the meeting. All parents are scheduled in thirty minute time slots.
- When parents arrive, a LPSO Deputy checks them in, provides the parent with a demographic sheet for their child/ children to update their address and/or contact information.
- After checking in, parents and students are ready for their TPD meeting. During the meeting various concerns are identified. Example of reported concerns can range from Homelessness, Mental Health, Uniforms, Transportation, Student Refusal, Child Custody, Domestic Violence, Food Insecurity, Medical Concerns, Child Neglect/Abuse, Childcare, Issues with the School, Excuses have not been turned in, etc.

# Truancy Pre-Diversion (TPD) Meetings

- Based on the information discussed, a Pre-Diversion plan is initiated and written out, reviewed with the parent, and signed by everyone present. They are given a copy of the plan along with their Truancy Officers contact information.
- Interventions utilized include Counseling Referrals, referral to our Homeless Education Department, local Domestic Violence Shelter, local food pantries, Medicaid Application Center, Local Medical Providers (sliding fee scale), Child Care Assistance, etc.
- A Custom Code Tag to identify all students who have been created in JCAMPUS to identify students with a signed Truancy Pre-Diversion Plan.

# No Shows

At the beginning of each school year:

- Every school should take attendance in the JCAMPUS system starting on the first day of school.
- Any student enrolled that has not been a warm body on campus, should be documented on the google spreadsheet, that will be shared by your Truancy Officer starting on day 5 of school year.
- Please DO NOT create your own! A tab has been created in your spreadsheet.
- Your School Based Truancy Team will work your No Show list. Please notify your Truancy Officer as soon as possible if an Administrator designates this task to another staff member.
- The teacher will report any students who have not attended school this year to the front office daily.
- No Show Documentation Process

# No Show Process

- A phone call must be made to each number on file to attempt to locate the student. The attempts must be documented on the google spreadsheet shared by your Truancy Officer.
- If you are unable to speak with someone, send a letter to the primary address on file. The letter should be sent out by 10 days after all students have reported to campus.
- Before a student is dropped consult with your Truancy Officer.

# CWA Reminders

- Attendance & Transportation
  - If a parent notifies a school that the student is absent due to a bus not running (AM, PM, or full day) the school should code attendance with Code 39.
- Proof of Domicile
- Attendance Recovery
  - The recovery time does not eliminate unexcused absences towards truancy. It is only for seat time to determine promotion/retention.

# TASC Grant

CWA has received a TASC grant, which has provided the following items in a limited supply.

- Truancy Officer
- Mileage
- School Supply Boxes
- Earbuds
- Book sacks
- Uniform Shirts

# Contact Information

***Dr. Rollan Moore***

Director of Child Welfare and Attendance

[rlmoore@lpssonline.com](mailto:rlmoore@lpssonline.com)

***Jameka McKinley***

CWA Coordinator

[jxmckinley@lpssonline.com](mailto:jxmckinley@lpssonline.com)

***Tahanna Francis***

Truancy Officer

[tsfrancis@lpssonline.com](mailto:tsfrancis@lpssonline.com)

***Melissa Keller***

Truancy Officer

[mkeller@lpssonline.com](mailto:mkeller@lpssonline.com)

***Toni Semien***

Truancy Officer

[trsemien@lpssonline.com](mailto:trsemien@lpssonline.com)

***Felicia Washington***

Truancy Officer





**EXPERIENCE**  
*the* **DIFFERENCE**

LAFAYETTE PARISH SCHOOL SYSTEM



**Questions?**

# Resources

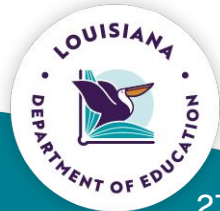
## Louisiana Attendance Planning

- Attendance Action Planning Workbook
- Toolkit Slides
- Chronic Absenteeism Rate Report
- Attendance Action Plans
- Peer-learning Surveys



[LDOE Child Welfare & Attendance webpage](#)

Please email [ernise.singleton@la.gov](mailto:ernise.singleton@la.gov) with questions.



# Updates



- March Presentation can be found on the [LDOE Monthly Calls](#) webpage
- April [CWA Monthly Call](#)
  - 8am, April 3