

Will County ROE #56
Truant Referral Data Sheet

116 N. Chicago St Suite 400
Joliet, IL 60432

Demographic Information:

Referring School: _____ Referral Date: _____

Student's Name: _____ SIS Student ID: _____

Gender: _____ DOB: _____ Grade: _____

Address: _____

Parent Language: English Spanish Other: _____

Parent/Guardian: _____ Email: _____

Phone: _____ Address: _____

Parent/Guardian: _____ Email: _____

Phone: _____ Address: _____

Other Contact: _____

Phone: _____ Address: _____

Attendance Information:

(Please attach attendance printout for this year and previous if applicable)

Start Date of Truant Behavior: _____

Absences (this year): _____

No. of Days Tardy: _____

Excused Absences: _____

Unexcused Absences: _____

Absences (last year): _____

No. of Days Tardy: _____

Excused Absences: _____

Unexcused Absences: _____

School Counselor: _____ Email: _____

IEP/504 Plan: Description: _____

Case Manager: _____ Email: _____

Referral Information: Referral made and completed by _____

Position: _____ School: _____ Dist #: _____

Contact No: _____ E-Mail: _____

Address: _____

Does the student/family have Court involvement?

Referral Requirements

Please send to Andrew Alarcon at aalarcon@willroe.org

Required Documents:

Communication Attempts - Phone calls, Messages, Home visits

Notification of Conference(s)

Conference(s) Outcome:

- Services offered and enrolled
- Consequences - Social Probation, Lunch Detentions, Daily Check-ins, Escorts
- Contracts - See ROE Template, feel free to use/ modify to your district

Incentives Offered - Building a relationship with students in and out of school

Communication of Broken Contract - Consequences going into place

Notification of Truancy Referral to ROE - Certified Mail or receipt of delivery.

Attendance information

Delegation of Authority

Certification of Records

Optional (Preferred) Documents:

Alternative Enrollment attempts

Daily Pediatrician Sign-Off Requirements

ALOP Success Program Enrollment