

Attendance Supervision Service Procedures **

Procedures to be followed by the school district and the ESD in the mutual enforcement of the compulsory attendance law.

1. The local district shall have made timely identification of the developing attendance problem and shall have made contact with the parent, either by written communication or in person, to inform them of the problem and to attempt to obtain compliance.
2. Upon exhausting the local district's resources in obtaining compliance, the local district shall send the ESD a formal truancy report requesting assistance in enforcement of the attendance law; said report shall be accompanied by a calendar of absence completed on the prepared form and showing all unexcused absences for the school year up to the date of the truancy report. Also included shall be a record of the date and nature of all pertinent personal contacts and a copy of all correspondence.
3. The ESD shall prepare and execute a legal notice demanding compliance. Said notice shall be delivered to the parent of the truant, either in person or by certified mail with a return receipt. A copy of said legal notice shall be delivered to the district attorney and to the juvenile officer and shall be placed on file in the ESD. A notation shall be made on the ESD copy of the date, hour and method or delivery of the legal notice.
4. Upon actual delivery of the legal notice to the parent (i.e., either personal delivery or return receipt of a certified letter), the ESD shall notify the person signing the truancy report and said person shall be instructed to inform the ESD within 24 hours of the compliance or noncompliance of the parent of the truancy.
5. Upon notification of noncompliance following receipt of the legal notice, the ESD shall inform the district attorney of the need for legal action and shall deliver to him/her the entire file compiled in step 4. above.
6. The ESD shall confer with the district attorney from time to time on the matter of steps being taken in pursuing legal action to enforce ORS 339.090. The ESD shall attend the court proceedings, if any, and shall be available as a witness, as needed and requested by the court.
7. Following legal action, the ESD shall notify the school of said action.
8. Following legal action, the ESD shall initiate contact from time-to-time with the school to determine if compliance is continuing.

Harney Education Service District
PO Box 460
Burns, OR 97720-0460

**NOTICE TO PARENT OR OTHER PERSON HAVING CONTROL OF CHILD
SUBJECT TO COMPULSORY SCHOOL ATTENDANCE**

Date: _____

To: _____

You are hereby notified, that in accordance with the provisions of Chapter 339, Oregon Revised Statutes, _____, is a child subject to compulsory school attendance, and you are directed to cause said child to appear at _____ (school) at _____ (address), on the next school day following receipt of this notice, and that regular attendance at such school must be maintained during the remainder of the school year.

You are further notified that failure to comply with the requirements of this notice shall subject you to the penalties provided by law in said Chapter 339, Oregon Revised Statutes.

Attendance Supervisor

Address

Phone

NOTE: Generally, the compulsory school attendance law of Oregon requires children between the ages of 7 and 18 years of age to attend school regularly. If you have any questions concerning this notice, please contact the person signing the notice.