



Pajaro Valley Unified School District
Student Services Department

- ❖ Child Welfare and Attendance
- ❖ Healthy Start

294 Green Valley Road Watsonville, CA 95076
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To: All School Site Administrators and Attendance Staff

From: Child Welfare and Attendance (Student Services Department)

Subject: Truancy Referral Form Procedure

It is important that all staff, addressing attendance, familiarize themselves with the Truancy Referral Form (attached). This form has been designed to be "user friendly" and to reduce site paperwork, while providing Student Services' staff with the necessary information for processing referrals. It is of the utmost importance that you exhaust all possible means of addressing the attendance problem, within your school, prior to making a referral to this office. These strategies may include, but are not limited to, letters to the parents (E-Truancy), phone contacts, and meetings with the parents. A more extensive checklist can be found on the truancy referral form itself. When sending a truancy referral, please insure that you do the following:

- Attach an attendance printout
- Attach a copy of the student's emergency card
- Attach copies of truancy letters that have been sent to the family
- Insure that there is an administrator's signature on the referral form.

Your telephone inquiries are always welcome; however, a phone referral is not sufficient and must be immediately followed by a written referral if one is so warranted.

As many of you know, we have divided the district schools between Leticia Oropeza 786-2100 ext. 2841 and Elsa Silva 786-2100 ext. 2840. Also attached, is the list that indicates which school is assigned to each one of them.