

Truancy Prosecution Checklist

All copies must be clear and legible

- Truancy Prosecution Request Form
- Student Data Printout
- Copy of attendance Letters 1, 2 and 3.
- Copies of correspondence to/from Parent/Student re: attendance
- SARB Contract(s) [& invitation to SARB if Family was no-show]
- Student Case Chronology Worksheet or Narrative Summary
- Attendance Records & Summary of Codes
- Copy of Transcript if HST/Copy of Grade if K-8
- Copies of other docs re: interventions by school to stop truanancies
- Copy of IEP (if applicable)
- Warrant Info: Parent's DOB, CDL to help find parents if they fail to come to court.