



Levengood Educational Center
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Step-by-Step for Each Unexcused Student Absence

1	
2	
3	School notifies parents; Begins the Progressive Truancy Plan Certification
4	
5	School notifies Attendance Supervisor and passes off the Progressive Truancy Plan Certification. Attendance Supervisor contacts or visits parents for contract. At this point, Saturday School can be assigned or other community resources provided.
6	
7	
8	School notifies Attendance Supervisor; Summons to Truancy-Disciplinary Board served by Attendance Supervisor
9	
10	School notifies Attendance Supervisor: Petition filed for Juvenile Court