

**CUYAHOGA COUNTY - COURT OF COMMON PLEAS – JUVENILE DIVISION  
LEGAL DIVISION  
DEPARTMENT OF INTAKE & MEDIATION**

**HB 410 TRUANCY REFERRAL CHECKLIST**

In accordance with Ohio Revised Code 2151.011 (18) and HB 410, this checklist information is required documentation that shall be submitted to Juvenile Court to begin the truancy referral review process. This background information regarding the student/family is essential to the efficiency and success of the referral review process and on-going services afforded to the family.

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

- Accurate and legible Juvenile Fact Sheet**
- Copy of year-to-date attendance records & grades (baseline & 60 days)**

<u>HB 410 &amp; [ORC 2151.011(18)]</u>	<u>Threshold Date</u>
30 or more consecutive school hours	_____
42 or more hours in one school month	_____
72 or more hours in a school year	_____

- Attendance History** (From available student records total days absent including excused, unexcused, and out of school suspension)

K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	

- Copy of student’s disciplinary record, if applicable.**
- Dates school notification letter(s) were sent to parent/guardian regarding the student missing school. Briefly summarize parent/guardian response to notifications. Please include a copy of notification letters sent to the parent/guardian.**

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

Response: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- What interventions have been utilized with the student, as laid out in school policy, when the student became excessively absent. Also, please provide a detailed narrative relative to three good faith attempts to engage parent/guardian executed by the school.** \_\_\_\_\_

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**Absence Intervention Team (AIT) Overview:**

Meeting Date \_\_\_\_\_  
 60 Days Review Date \_\_\_\_\_

AIT Participants:

- |   |   |
|---|---|
| <input type="checkbox"/> student  | <input type="checkbox"/> school administrator |
| <input type="checkbox"/> mother   | <input type="checkbox"/> school psychologist  |
| <input type="checkbox"/> father   | <input type="checkbox"/> counselor            |
| <input type="checkbox"/> guardian   | <input type="checkbox"/> social worker        |
| <input type="checkbox"/> other (i.e. local public or nonprofit agency)<br>please specify: _____ |   |

**Narrative detailing the plan set forth by AIT to engage the student in attending school, specific intervention efforts, services provided to the student/family and response of parent/guardian during initial 60 days interval.**

**Narrative detailing AIT overall impressions relating to the student's compliance with the plan.**

**School and/or community-based services offered to the student/family (Circle all that apply)**

Alarm Clock	Extracurricular Activities	Parent Education Program	Tutoring	Other academic resources	Mentor	School Counselor
Employment	IEP/504 consideration	IEP/504 Review	Counseling	Food Pantry/ Meals	Other	Other

**Is there any relevant information that has been provided from community based service providers? Please include a copy of any reports, if available.**

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**Are there any identified barriers the student/family is experiencing causing attendance issues? (Circle all that apply)**

Academics	Basic Needs	Behavioral	Chronic Medical Condition	Family
Housing	Mental Health	Social	Transportation	Financial

**What are the student's strengths?** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

**What is the student's academic progress?** \_\_\_\_\_  
 Favorite course/subject, if known \_\_\_\_\_  
 Least favorite course/subject, if know \_\_\_\_\_

**Other relevant information.**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

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**NOTE:**

If you have any questions about the items on this checklist please contact your designated Intake, Mediation & Diversion Programming Specialist, and/or the Intake & Mediation Department Manager to assist you. Submitting incomplete paperwork to Juvenile Court will delay the processing of your referral.