

Warren County Juvenile Court Truancy Referral Form

Date _____ Referral Type: Truancy (Child) Failure-To-Send (Adult)

School District _____

School Representative Name _____ Phone _____

Email _____

Interpreter Needed Language _____

Children Services Referral Date _____

Case Opened: Yes No Unknown Caseworker Name _____ Phone _____

Parent/Custodian Information

1. Name _____ DOB _____ SSN _____ Gender _____ Race _____

Address _____ Zip Code _____ Home Phone _____

Email _____ Work Phone _____ Employer _____

Relationship to Student _____ Has Custody Student Lives With

2. Name _____ DOB _____ SSN _____ Gender _____ Race _____

Address _____ Zip Code _____ Home Phone _____

Email _____ Work Phone _____ Employer _____

Relationship to Student _____ Has Custody Student Lives With

Emergency Contact (Other Than Parent/Custodian)

Name _____ Address _____

Phone _____ Relationship to Student _____

Student Information

1. Name _____ DOB _____ SSN _____ Gender _____ Race _____

Grade _____ Credits _____ IEP 504 Date of last IEP/504 _____

Lessons Completed _____ Lessons Required _____

Unexcused Hours _____ **Excused Hours** _____ **Medically Excused Hours** _____

Total Hours Absent from School _____

Other Youth in Home (Not Part of This Referral)

Name _____ DOB _____ Gender _____ Race _____

School _____ Grade _____ Excused Hour YTD _____ Unexcused Hour YTD _____

Name _____ DOB _____ Gender _____ Race _____

School _____ Grade _____ Excused Hour YTD _____ Unexcused Hour YTD _____

Name _____ DOB _____ Gender _____ Race _____

School _____ Grade _____ Excused Hour YTD _____ Unexcused Hour YTD _____

Student Learning Plan: In-School Remote Blended

Remote Learning: Student Has Equipment/ School-provided Student Has Internet/ School-provided

Excessive Absence Notice Sent Delivery Method _____ COPY OF THE LETTER MUST BE ATTACHED

IN ORDER FOR THE COURT TO ACCEPT YOUR FILING, THE FOLLOWING ITEMS ARE REQUIRED:

HB 410 Compliance/Absence Intervention Plan

Narrative and any relevant materials detailing three (3) good faith attempts to engage parents in the absence intervention team.

Absence Intervention Meeting Scheduled with Parent/Guardian Date _____ Delivery Method _____

Parent Attended Student Attended Other Attendees _____

Narrative attached to this *Referral Form* detailing the interventions utilized with the student as laid out in the district policy when the student became excessively absent. *What barriers (home/family stressors, history of trauma, mental health concerns, transportation, illness, inadequate supervision, etc) were noted? What measures were taken to overcome them? List all the contributors to the student's truancy and what was done about it by the school.*

Narrative detailing the plan developed by absence intervention team to engage the student in attending school, specific intervention efforts, and services provided to the family during initial 60 days interval. *What supports and resources were offered? Did the intervention team offer individualized strategies for this student, tailored for that student's needs and barriers that led to the student's truancy? During the 60-day period, was the student referred to the ESC's website for the mini-series Truancy Education Group? Was the student referred Coordinated Care or to in-home based services programming with Parent Success?*

Absence Intervention Plan Start Date _____

Parent received copy of absence intervention plan Date _____ Delivery Method _____

Court Referral before 61st day Court Referral After 61st day

Narrative detailing absence intervention team overall impression relating to the student's compliance with the plan.

Copy of AIP, attendance, grades, transcripts (or note how many credits a youth has) and reports from service providers, if applicable.

By statute, we must first consider diversion on all cases that are filed with the Court before a case is made "official." HB 410 has made the Court the last resort; therefore, the Court will merely follow up on all the remedial measures that you have already taken.

HB 410 envisions the school has already taken measures to remedy the truancy issues the student is facing. The more particular and individualized they are, the better the student has at success.

As such, receipt of the documentation of what has been done to remediate the problems and barriers by the school is a must before we will accept the truancy complaint filing.

TO BE COMPLETED BY LAW ENFORCEMENT ONLY
WARREN COUNTY, OHIO COURT OF COMMON PLEAS
JUVENILE DIVISION

JUVENILE COURT FACT SHEET

(A SEPARATE FACT SHEET NEEDS TO BE COMPLETED FOR EACH OFFENSE DATE)

NAME OF PERSON FILING: _____ FILING DATE: _____

NAME OF AGENCY: _____

ADDRESS OF AGENCY: _____

DATE OF OFFENSE: _____

CODE/SECTION/SUB SECTION AND DEGREE OF OFFENSE: 3321.38(A) M/M Failure to Send

FACTS:

VICTIM/OWNER NAME: _____ DOB: _____

VICTIM/OWNER ADDRESS: _____

DEFENDANT (FULL LEGAL NAME): _____ DOB: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PARENT/ GUARDIAN: _____

PHONE NUMBER: _____

SIGNATURE OF OFFICER FILING: _____

FILING FOR OFFICER: _____

WARRANT REQUESTED: YES NO IF YES, PLEASE SIGN: _____

SSN: _____ RACE: _____ GENDER: _____

WEIGHT: _____ HEIGHT: _____ EYE COLOR: _____ HAIR COLOR: _____

TO BE COMPLETED BY DEPUTY CLERK ONLY

IN ACCORDANCE WITH CRIM. R. (4)(A)(1), OFFICER HAS ESTABLISHED PROBABLE CAUSE FOR A WARRANT TO BE ISSUED, TO WIT: _____

WARRANT TO BE ISSUED

SUMMONS TO BE ISSUED

CLERK SIGNATURE: _____ DATE: _____

IN THE WARREN COUNTY, OHIO COURT OF COMMON PLEAS
JUVENILE DIVISION
COMPLAINT

SECTION 3321.38(A) – Failure to Send

CASE NO. _____

STATE OF OHIO
v.

Full Legal Name

DOB

Street Address

City, State, Zip

_____ being first duly cautioned and sworn, deposes and alleges that he / she has knowledge, information and belief that _____ appears to be in violation of compulsory attendance law and pursuant to Section 3321.38(A) of the Ohio Revised Code, in that on or about _____ in the County of Warren and State of Ohio the defendant, **who has care of a child of compulsory school age, has failed to cause the child to attend school as required by law.**

To Wit: (State essential facts constituting charged offense – you must describe what happened in the space below)

_____ has _____ unexcused hours,
at _____ school.

Contrary to and in violation of **Section 3321.38(A)** of the Ohio Revised Code, an **minor misdemeanor**.

Sworn to before me and subscribed in my presence, this _____ day of _____, 20 _____

Joseph W. Kirby, Judge
Warren County Common Pleas Court
Juvenile Division

Complainant

Address

By: Deputy Clerk / Notary Public

City, State, Zip