

**New Jersey Department of Education  
Office of Student Support Services**

## Student Attendance Policies and Procedures Compliance Checklist

### Directions

For the purpose of NJQSAC monitoring, use this checklist to review district compliance with Operations Indicator 18. For each statement, add an "X" or check in either column 2 for yes, or column 3 for no.

### Part I: Adoption

Statement	Yes	No
Were policies and procedures regarding student attendance at the public schools of the school district or at day schools in which students are provided with equivalent instruction adopted by the district board of education? ( <i>N.J.A.C. 6A:16-7.6(a)</i> ).		

### Part II: Required Policy Components

#### District Policies and Procedures Regarding Student Attendance

Do the district's policies and procedures regarding student attendance include, at a minimum, the following contents? (*N.J.A.C. 6A:16-7.6(a)1 through (a)4iv(2)(A)*).

Policy/Procedure	Yes	No
The expectations and consequences regarding students' timely arrival of students to school and classes.		
The expectations and consequences regarding attendance at school and classes.		
A definition of unexcused absences that counts toward truancy that, at a minimum, is consistent with the definition of a school day, pursuant to <i>N.J.A.C. 6A:32-8.3</i> (i.e., a school day consists of not less than four hours or, for kindergarten, one continuous session of 2½ hours may be considered a full day).		

#### Students with up to Four Cumulative Absences Policies/Procedures

The next five statements pertain to students with up to four cumulative absences. Do the policies and procedures require school staff to do the following:

Policy/Procedure	Yes	No
Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day.		
Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents.		
Identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance.		
Proceed in accordance with <i>N.J.S.A. 9:6-1 et seq.</i> and <i>N.J.A.C. 6A:16-11</i> if a potential missing or abused child situation is detected.		
Cooperate with law enforcement and other authorities and agencies, as appropriate.		

### Students with Five to Nine Cumulative Absences Policies/Procedures

The next five statements pertain to students with between five and nine cumulative absences. Do the policies and procedures require school staff to do the following:

Policy/Procedure	Yes	No
Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day.		
Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents.		
Evaluate the appropriateness of action taken to identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance.		
Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following: <ul style="list-style-type: none"> <li>Refer or consult with the building's intervention and referral services team, pursuant to <i>N.J.A.C. 6A:16-8</i>;</li> <li>Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;</li> <li>Consider an alternate educational placement;</li> <li>Make a referral to or coordinate with a community-based social and health provider agency or other community resource;</li> <li>Refer to a court or court program pursuant to <i>N.J.A.C. 6A:16-7.6(a)4iv</i>;</li> <li>Proceed in accordance with <i>N.J.S.A. 9:6-1 et seq.</i> and <i>N.J.A.C. 6A:16-10</i> if a potential missing or abused child situation is detected; and</li> <li>Engage the student's family.</li> </ul>		
Cooperate with law enforcement and other authorities and agencies, as appropriate.		

### Students with More than 10 Cumulative Absences Policies/Procedures

The next four statements pertain to each student with cumulative unexcused absences of 10 or more. Do the policies and procedures require school staff to do the following:

Policy/Procedure	Yes	No
Make a determination regarding the need for a court referral for the truancy pursuant to <i>N.J.A.C. 6A:16-7.6(a)4iv</i> .		
Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance.		
Cooperate with law enforcement and other authorities and agencies, as appropriate.		
Proceed in accordance with <i>N.J.S.A. 18A:38-28</i> through 31 and other applicable state and federal statutes, as required.		

### Students with up to Four Cumulative Absences Sent to a Receiving School Policies/Procedures

The next five statements pertain only to schools that send students to a receiving school. (If the district has zero students attending a receiving school, select "Yes.") For each student with up to four cumulative unexcused absences, do the policies and procedures require the receiving school to:

Policy/Procedure	Yes	No
Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day.		
Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents.		
Identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance.		
Proceed in accordance with <i>N.J.S.A. 9:6-1 et seq.</i> and <i>N.J.A.C. 6A:16-11</i> if a potential missing or abused child situation is detected.		
Cooperate with law enforcement and other authorities and agencies, as appropriate.		

### Part III: Assurances

Assurance	Yes	No
The district assures that each receiving school is required to report to the sending district each student with five or more cumulative unexcused absences ( <i>N.J.A.C. 6A:16-7.6(c)i</i> ). (If the district has zero students attending a receiving school, select "Yes.")		
The district assures that for each student with five or more cumulative unexcused absences reported by the receiving school, it follows the policies and procedures pursuant to <i>N.J.A.C. 6A:16-7.6(a)</i> above and the provisions of <i>N.J.A.C. 6A:16-7.6 (a)4ii</i> through iv and (b). (If the district has zero students attending a receiving school, select "Yes.")		

### Part IV: Verification of Compliance with Indicator

If the answer to every question in this checklist is "yes," then the district fulfilled the requirements of Operations Indicator 18.