

**For more information about  
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**AIU MISSION**

We maximize educational opportunities for all learners by responding to the needs of our community with leading-edge, high-quality, cost-effective programs and services.



**Alternative Education Program**

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Dr. Linda B. Hippert, Executive Director



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# TRUANCY PREVENTION PROGRAM



**ALLEGHENY INTERMEDIATE UNIT'S  
Alternative Education Program**

A Partnership between the Allegheny Intermediate Unit,  
Allegheny County Juvenile Probation, Allegheny County School Districts,  
and Allegheny County Children, Youth and Family Services



## WHAT IS THE TRUANCY PREVENTION PROGRAM (TPP)?

- Shared responsibility and coordinated efforts to address chronic, habitual truancy for students 14 years of age or younger.
- A coalition of:
  - Allegheny County School Districts
  - The Allegheny Intermediate Unit's Alternative Education Program (AEP)
  - The Allegheny County Juvenile Court
  - The Allegheny County Department of Human Services (DHS)
  - The Allegheny County Children Youth and Families (CYF)
- The AEP acts as the coordinating agency throughout the intervention.
- The emphasis of the TPP staff is to address chronic truancy referrals for students under 14 years of age. The TPP will collaborate on truancy referrals with the DHS Integrated Program Office. The TPP will schedule/coordinate truancy adjustment hearings for students referred to the program as needed.
- **Ultimate responsibility for maintaining attendance data, working the case, providing information, and being in attendance at all court hearings remains with the local school district that initiated the referral.**

The emphasis of the TPP staff is to address chronic truancy referrals for students under 15 years of age. The TPP will collaborate on truancy referrals with the DHS Integrated Program Office. The TPP will schedule/coordinate truancy adjustment hearings for students grades K-12 referred to the program.

This includes but not limited to:

- Notifying parent(s)/guardian(s) of the severity of the problem and admittance into the program via mail.
- Monitor referred student's attendance.
- Encouraging school districts to establish a School Attendance Improvement Plan/Contract with the family if it has not occurred prior to the hearing.
- Schedule and attend all adjustment hearings.
- Complete corrective action plans at adjustment hearing and ensure all parties receive a copy.

## WHAT ARE THE REFERRAL CRITERIA FOR THE TPP?

**Age:** Students **14 years of age or younger**.

**Severity of Problem:** Students must have accumulated **6 or more** Unexcused Absences.

**District Magistrate Citation:** It is **strongly recommended** that the school file a citation **before** a referral is made. Local Remedies: School must exhaust their own internal solutions to truancy before referral can be made. Local remedies **may** include but are not limited to:

- PDE mandated Truancy Elimination Plan
- Attendance Improvement Conference
- In-house counseling programs
- Attendance contracts
- Assessment by Student Assistance Program or Instructional Support Team
- Assignment to district operated alternative education classes
- Referral to community/family/child guidance or MH/MR service centers

## HOW DO I MAKE A REFERRAL TO THE TPP?

All Allegheny County and City of Pittsburgh schools have a specific Truancy Case Manager assigned to them. They will explain the referral process and the information needed in order to process the referral. To contact one of our case managers, please call (412) 464-4075.

Referral forms available electronically at: [www.iau3.net/aep](http://www.iau3.net/aep)

## WHAT HAPPENS WHEN A REFERRAL IS MADE?

1. When a student has accumulated 6 or more days of illegal absences, the TPP Case Manager will communicate with the parent(s)/guardian(s) notifying them of the severity of the problem and admittance into the TPP. TPP will work with the family and school district in establishing an Attendance Improvement Conference if it has not occurred to date.
2. After continued unexcused absences and unsuccessful interventions, the case is activated with CYF for investigation. Collaboration to address each case individually occurs between the Department of Human Services, the Truancy Prevention Program Case Managers, and the school district. Interventions are determined on a case by case basis.
3. Any student who accumulates 18 or more days of unexcused absences either **at the time** of referral or **after** referral is eligible for a Truancy Adjustment Hearing. The Truancy Prevention Program Case Managers coordinate the Adjustment Hearings as deemed appropriate for each truancy case. The Juvenile Court Based Probation Department provides a Mediator for this hearing. All concerned parties are required to attend. At the end of the hearing a corrective action plan is developed by the Mediator.
4. If the student accumulates 2 additional unexcused absences within 30 days after the Adjustment Hearing, a referral to Children, Youth and Families may be made.

*\*\* The active cooperation of the referring school district is required throughout the intervention process including attending all hearings.*

## WHAT ARE THE DEADLINES FOR REFERRAL?

There are two deadlines for Referral to the TPP:

### 1. EARLY REFERRAL PERIOD

This referral allows the school district, having missed the deadline last year, to refer a student during the current school year using all of the previous year's required data. The student must have had at least 10 unexcused absences in the previous (2014-2015) school year. In addition, the student must have at least **one unexcused** absence during the current (2015-2016) school year in order to qualify as an Early Referral. This requirement is to ensure the truancy has continued from the previous school year. **The time frame for the early referrals is from September 1, 2015 to October 30, 2015.**

### 2. REGULAR REFERRAL PERIOD

This referral can be made at any time utilizing the normal referral criteria which must include at least 6 unexcused days for the current school year. **The time frame for the early referrals is from September 1, 2015 to April 12, 2016.**