



Snyder County Children and Youth Services

Suite 15, 713 Bridge Street • Selinsgrove, PA 17870

Phone: (570) 374-4570, Fax: (570) 374-4351

Selinsgrove School District Truancy Policy

PROTOCOL FOR TRUANCY REFERRALS SELINGROVE AREA SCHOOL DISTRICT

1. The schools of Selinsgrove school district will make a referral to Snyder County Children and Youth Services for truancy when the student has four illegal absences. Referrals are made by calling the agency (374-4570) and asking for the screener.
2. The school personnel that is designated by the school district will call Snyder County Children and Youth Services with the student's identifying information such as but not limited to:
 - a. student's name and address, caretakers' names and addresses, phone number, date of birth, SS #'s, racial identification, dates of illegal absences, special needs/learning disabilities/behavior history of the referred student
 - b. other pertinent information that will assist in identifying family issues such as work schedule, single parent headed household, substance abuse issues, mental health issues
 - c. information regarding any other children in the home or additional household members/significant others
3. Snyder County Children and Youth Services will accept the referral and assign the referral to a worker. The Snyder County Children and Youth Services' worker will contact the referring school's principal to provide available dates and times that the worker can meet with the school and the family to discuss the referral. The meeting will be held within 10 days of the referral being made to Snyder County Children and Youth Services.
4. Snyder County Children and Youth Services will keep the family open for assessment no longer than 60 days at which time a decision must be made as to open the family for continued services or close the assessment. Note: A decision for opening a family for ongoing services can be made prior to 60 days.
5. Snyder County Children and Youth Services agrees to notify in writing the referring school of the assessment decision.
6. The referring school district agrees to notify Snyder County Children and Youth Services of additional illegal absences both during the assessment period and if the family is opened for ongoing services. Notification can be made via email or

telephone. Notification of absences would be best if provided the same day of the absence. Snyder County Children and Youth Services would also be interested in legal absences.

7. Snyder County Children and Youth Services will automatically open a family for on going services if the student has any additional illegal absences from the joint school and agency meeting with the family.