

Quick Checklist for Washtenaw County Truancy Interventions Reporting Form

Please use the descriptions below to assist you in completing the Truancy Interventions Reporting Online Form. The link is: <https://truancy.wash.k12.mi.us>

School Information Section

Submitted By

- What is the person's name typing the information into the reporting form? (Could be a secretary, office support personnel, teacher, counselor, administrator, etc.)

Submitter's Title

- If your title is not specifically listed, please select "Other" and type your title in the "Other Title" box.

Notified By

- Who asked you to submit this information? (It may not be the same person who is submitting the form). If persons are the same, please check the "Same As Submitted By" box.

Student Information Section

UIC (Unique Identifier Code - specific to each student) -

- This is very important information that is needed so specific students can be identified. For example, there may be more than one "John Doe" in the county and we need to ensure that we are identifying the correct one.

Intervention Information

Initial Date of Intervention

- This is the date that the student reached Level 3. This date will remain the same whether information you are submitting a form for a student at Level 3, Level 4 or Level 5. **At this time, you MUST fill out the form each time the student reaches a new level.**

Attendance PDF to Upload

- MUST Upload copy of student's PowerSchool attendance report
- Optional Upload Parents' Communication Log
- Optional Upload all meeting notes
- Optional Upload other pertinent information

Additional Comments

- Provide any additional information that would be pertinent to manage this student case.

Diversion Services

- Please complete whether or not the student has ever been referred to the county court Diversion Program. If yes, please indicate date referral was made.
- If student has not been referred for Diversion Services, please indicate if you would like this referral to be made.