

STEPHENVILLE POLICE DEPARTMENT
TRUANCY REPORT

FOR POLICE USE ONLY

CASE NUMBER: _____

OFFENSE: FAILURE TO ATTEND SCHOOL E.D. 25.094 CM

PARENT CONTRIBUTING TO NONATTENDANCE E.D. 25.093 CM

DATE REPORT RECEIVED: _____

U.C.R. : _____

OFFICER'S REVIEW: _____ DATE: _____ MEETS CRITERIA FOR CITATION: YES NO

SUPERVISOR'S REVIEW: _____ DATE: _____ MEETS CRITERIA FOR FILING: YES NO

CITATION ISSUED: YES NO CITATION NUMBER: _____ CASE STATUS: _____

OFFICER ASSIGNED: _____ ID# _____

**THIS REPORT MUST BE COMPLETED BEFORE BEING SUBMITTED TO THE
STEPHENVILLE POLICE DEPARTMENT**

(A) SCHOOL INFORMATION

DATE REPORTED: _____

SCHOOL NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PRINCIPAL'S NAME _____ CONTACT PHONE NUMBER: _____

(B) REPORTING PERSON INFORMATION

NAME: _____

DATE OF BIRTH: _____ SEX: MALE FEMALE RACE: _____

DRIVER'S LICENSE # / STATE: _____ SOCIAL SECURITY # _____

HOME ADDRESS: _____

HOME PHONE # _____ BUSINESS PHONE # _____

BUSINESS NAME: _____ POSITION: _____

STEPHENVILLE POLICE DEPARTMENT
TRUANCY REPORT

(F) THIS SECTION TO BE FILLED OUT BY ATTENDANCE OFFICER.

PLEASE CHECK "YES" OR "NO" BELOW AND PROVIDE THE REQUIRED INFORMATION IN THE BLANKS.

1. Is the student required to attend school under Section 25.085 of the Education Code?
Yes _____ No _____

2. Is the student a child who is at least six years of age and who has not yet reached the student's 18th birthday?
Yes _____ No _____

3. Is the student enrolled in an extended-year program for which the student is eligible that is provided by the district for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district under the Education Code?
Yes _____ No _____

4. Is the student enrolled in an accelerated reading instruction program to which the student is assigned under the Education Code?
Yes _____ No _____

5. Is the student enrolled in an accelerated instruction program to which the student is assigned under Section the Education Code?
Yes _____ No _____

6. Is the student enrolled in a basic skills program to which the student is assigned under the Education Code?
Yes _____ No _____

7. Is the student enrolled in a summer program provided under the Education Code?
Yes _____ No _____

8. Is the student enrolled a person who voluntarily enrolls in school or voluntarily attends school after the person's 18th birthday?
Yes _____ No _____

9. Has the student failed to attend school on 10 or more days or parts of days within a six-month period in the same school year?
Yes _____ No _____

If yes then list Dates: _____

10. Has the student failed to attended school on three or more days or parts of days within a four-week period?
Yes _____ No _____

If yes then list Dates: _____

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TRUANCY REPORT

11. Is one or more of the absences excused?

Yes _____ No _____

If yes then list Dates: _____

12. Has the School Attendance Officer made a home visit?

Yes _____ No _____

a) If no, has the School Attendance Officer contacted the parent of the student who is in violation of compulsory school attendance requirements?

Yes _____ No _____

b) How was contact made?

13. Have the Warnings required under Section 25.095 of the Education Code been given to the parent or guardian of the student?

Yes _____ No _____

If yes then list Dates: _____

Required Documents

- _____ 1. Current copy of Student's attendance record.
- _____ 2. Copies of all correspondence to parent or guardian.
- _____ 3. Copies of all notes to include but not limited to: telephone notes, call logs, documentation of home visit.
- _____ 4. Copies of any written or verbal warnings given to student.

(G) CHECK ONE: WILL PROSECUTE _____ WILL NOT PROSECUTE _____

I UNDERSTAND THAT MAKING A FALSE REPORT TO A POLICE AGENCY IS A CLASS 'B' MISDEMEANOR, PUNISHABLE BY UP TO 180 DAYS IN THE COUNTY JAIL AND /OR A FINE NOT TO EXCEED \$2,000.00.
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SIGNATURE OF REPORTING PERSON: _____

SIGNATURE OF ATTENDANCE OFFICER: _____

PLEASE CALL THE STEPHENVILLE POLICE DEPARTMENT WHEN THIS REPORT IS READY TO BE FILED.

This form may be copied or downloaded at www.stephenvillepolice.org.

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CAUSE NUMBER: _____

STATE OF TEXAS	§	IN THE MUNICIPAL
COURT		
VS.	§	CITY OF
STEPHENVILLE		
_____	§	ERATH COUNTY, TEXAS

In the Name and by the Authority of the State of Texas:

Before me, the undersigned authority, personally appeared affiant, known to me to be a credible person, who after being by me duly sworn, upon oath deposes and says affiant has good reason to believe and does believe that _____, hereinafter called the Defendant, an individual (age ____ on the above-referenced date), heretofore, on or about the ____ day of _____, 20 ____, and before the making and filing of this complaint, in the territorial limits of the City of Stephenville, and the State of Texas, did then and there intentionally and knowingly fail to attend school for:

- ten or more days or part of days within a six-month period in the same school year.
- three or more days or parts of days within a four week period.

without an excuse as provided for by law and said Defendant is required and not exempt to attend school under Section 25.085 of the Texas Education Code.

Against the peace and dignity of the State.

Affiant

SWORN TO AND SUBSCRIBED before me on this the ____ day of _____, 20__.

(Notary Public in and for the State of Texas)