

**JACKSON PARISH SCHOOL BOARD**  
**PARENT NOTIFICATION OF TRUANCY PROCEDURES**

**Dear Parents:**

**We are writing to advise you of the new truancy guidelines for all Jackson Parish Schools. Attendance is an essential component to a student's academic success. Each student within our system can only have ten (10) unexcused absences per year. If the absence is unexcused, the student will not be allowed to make up their work, which will negatively impact their grade.**

**Once a student has over three (3) unexcused absences, the school will contact you by letter to notify you of these absences. If the absences are due to illness or a doctor's visit all you need to do is send the excuse from the doctor. If the absences cannot be excused, Bobbie B. Caldwell, LCSW, Jackson Parish Truancy Officer, will contact you to discuss the attendance problem. After six (6) unexcused absences, we will email a referral to the District Attorney's Office and a subpoena for a conference will be issued to the parents/guardian. At this point, a file is opened in the District Attorney's office. At eight (8) unexcused absences, a hearing is scheduled in district court with the parent, child, and truancy officer present. The child will be under a court order to attend school and will be given consequences for further truancy. The parent will be placed under a court order to have the child in school. The truancy officer will flag the child and monitor the child's attendance each day. If a student reaches ten (10) unexcused absences, the child will be placed on the docket in juvenile court. The child and the parent are given judicial notice to be in juvenile court and the District Judge will determine the punishment at this level.**

**We look forward to working with you to improve your child's attendance. Please contact Bobbie B. Caldwell, LCSW, Truancy Officer, at 318-259-8802, ext. 108, if there is any way we can assist you and your child with attendance issues.**

**Sincerely,**

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