

5000	Students
5200	Student Attendance
5210	Student Tardies and Excessive Absences

A student tardy is defined as not being in their assigned room when the bell quits ringing. A student absence is defined as missing school for 30 or more minutes, or a class period.

If a student is on track of being absent or tardy from school in excess of 10% of the time, the following procedures will be followed district wide:

STEP I: A letter will be sent to the parent/guardian of the student indicating the number of absences/tardies and documenting each occurrence.

STEP II: A letter from the Fourteenth Judicial District Attorney will be mailed to the parents of students that exhibit excessive absences, encouraging them to work with the school to develop a plan for consistent school attendance. A meeting will be held with parents, teacher, student and administrator to discuss excessive absences/tardies from school.

If a student is on track of being absent or tardy from school in excess of 15% of the time and previous interventions have not been successful, the following procedures will be followed district wide:

STEP III: School Attendance Officer, School Resource Officer, Department of Social Services Caseworker and school personnel will meet with the parents/guardian and discuss absences and legal proceedings if student attendance does not improve. At this time, the administration, school attendance officer, counselor and social worker will review the attendance record and determine whether student "provisionally excused" absences are excused or unexcused.

STEP IV: Joint agency intervention meeting may be held with parents. School Attendance Officer will give parents notice that states, any unexcused absence from school will result in filing a petition to the court. (notice form)

STEP V: Parents referred to court system. If a student is absent from school again, and it is deemed unexcused, a petition for enforcement of the Compulsory Attendance Law will be filed by the School Attendance Officer (petition form).

The school district may use discretion in implementing this regulation or skipping of steps if it is deemed in the best interest of the child.

The designated attendance officer will be the building principal.

Revised: 11/18/05  
 Revised: 3/7/02  
 Revised: 6/4/01  
 Revised: 11/10/98  
 Revised: 8/16/95  
 Revised: 1/18/94  
 Adopted: 3/18/87

District Court, Moffat County, Colorado

**Court Address:**

221 W. Victory Way, Craig, CO 81625

**Phone Number:** 970-824-8254

**Petitioner(s):**

Board of Education of Moffat County School District RE-1,  
through its duly appointed attendance officer:

**Respondent(s):**

\_\_\_\_\_, parent(s) and concerning  
\_\_\_\_\_, a child.

**Attorney or Party Without Attorney:**

\_\_\_\_\_, Attendance Officer

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**COURT USE ONLY**

**VERIFIED PETITION FOR ENFORCEMENT OF THE COLORADO COMPULSORY ATTENDANCE LAW**

The Moffat County Board of Education, by and through its duly appointed attendance officer,  
\_\_\_\_\_, by this Petition respectfully represents to the Court as follows:

1. That the child, \_\_\_\_\_, is \_\_\_\_\_ years of age, birth date of \_\_\_\_\_.
2. That the child, \_\_\_\_\_, is the child of \_\_\_\_\_  
\_\_\_\_\_ and is a resident of Moffat County, Colorado. That the child is in the custody of \_\_\_\_\_,  
\_\_\_\_\_ and resides at \_\_\_\_\_.
3. Pursuant to C.R.S. § 22-33-107, the Moffat County Board of Education has appointed the undersigned as Attendance Officer for \_\_\_\_\_ School.
4. That the facts that bring said child and parent(s) within the jurisdiction of the Court are as follows:
  - a) The child is a resident of Moffat County School District and is required under the School Attendance Law, C.R.S. §.22-33-101 *et seq.*, to have no more than four unexcused absences in any one month or ten unexcused absences in any one school year.
  - b) The child currently has \_\_\_\_\_ unexcused absences.
  - c) The school district has made reasonable efforts to meet with the parents to evaluate the reason for the child's unexcused absences and has developed a plan to assist the child to remain in school.

d) In spite of the efforts of the school district, the pattern of unexcused absences continues.

5. Notice, pursuant to §22-33-108(5), C.R.S., has been given to both the parent(s) and child of the undersigned's intent to initiate this proceeding.

WHEREFORE, the Petitioner respectfully prays that this Court enter an order scheduling a date and time certain for the hearing on this Petition and direct that a Summons be issued to the Respondents requiring them to appear before the Court to answer the allegations of this Petition.

FURTHER, if the allegations are sustained, Petitioner prays that this Court make such orders concerning the child, the Respondents, and any and all other parties to this action, as provided by the Colorado School Attendance Law.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
School Attendance Officer

VERIFICATION

\_\_\_\_\_, being first duly sworn upon oath, deposes and says that he/she is the School Attendance Officer, that he/she has read the above Verified Petition and knows the contents thereof, and that the same are true and correct to the best of his /her knowledge, information and belief.

\_\_\_\_\_  
School Attendance Officer

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by \_\_\_\_\_.

My commission expires:\_\_\_\_\_

\_\_\_\_\_  
Notary Public

(SEAL)

Step V

**NOTICE PURSUANT TO § 22-33-108(5) C.R.S.  
OF  
PROCEEDINGS TO COMPEL SCHOOL ATTENDANCE**

**TO:**

\_\_\_\_\_  
(Parents)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State)

the parent(s) or guardian(s) of \_\_\_\_\_, \_\_\_\_\_  
(Child) (Birth Date)

**AND TO:**

\_\_\_\_\_  
(Child)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State)

**YOU ARE HEREBY GIVEN NOTICE THAT:**

1. The Colorado "School Attendance Law of 1963," C.R.S. Section 22-33-104(1), states, in part:

*"... every child who has attained the age of seven years and is under the age of sixteen years, except as provided by this section, shall attend public school for at least one thousand fifty-six hours if a secondary school pupil or nine hundred sixty-eight hours if an elementary school pupil during each school year ..."*

2. The Colorado "School Attendance Law of 1963," C.R.S. Section 22-33-107 allows a Board of Education to adopt policies concerning the determination of which students are habitually truant. Acting pursuant to said policies, the undersigned has determined that \_\_\_\_\_ is habitually truant.

3. In accordance with the Colorado "School Attendance Law of 1963," C.R.S. Section 22-33-108(5), you and each of you are hereby notified that proceedings will be initiated under such law any time after the fifth (5th) day following the date hereof unless \_\_\_\_\_ (Child) immediately complies with the provisions of the Colorado "School Attendance Law of 1963" and Board policies adopted thereto. The proceeding will not be initiated during any time that Child is in compliance with the law.

4. Pursuant to the provisions of § 22-33-108(6), (7) and (8), C.R.S., the Court may compel attendance against the Child and the Child's parent and may impose those sanctions for noncompliance that are outlined in said sections.



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District Court, Moffat County, Colorado  
**COURT ADDRESS:**  
221 West Victory Way  
Craig, CO 81625  
**PHONE NUMBER:** 970-824-8254

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**Petitioner(s):**  
Board of Education of Moffat County School District RE:1,  
through its duly appointed attendance officer: \_\_\_\_\_

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**Respondent(s):**  
\_\_\_\_\_, parent(s) and concerning  
\_\_\_\_\_ a child

**ATTORNEY OR PARTY WITHOUT ATTORNEY:** COURT USE ONLY

\_\_\_\_\_, Attendance Officer  
\_\_\_\_\_ Craig, Colorado 81625

**PHONE NUMBER:** 970-824-  
**FAX NUMBER:** 970-824-

**SUMMONS (TO COMPEL SCHOOL ATTENDANCE)**

**TO THE CHILD AND RESPONDENT(S) ABOVE-NAMED, GREETINGS:**

YOU ARE HEREBY SUMMONED AND REQUIRED TO APPEAR on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, at the hour of \_\_\_\_\_ o'clock \_\_\_\_\_.M., before the District Court in and for the County of Moffat and State of Colorado, located at 221 West Victory Way, Craig, Colorado 81625.

Moffat County School District RE:1 has filed a Verified Petition seeking a Court order compelling the attendance at school of \_\_\_\_\_. A copy of the Verified Petition is attached hereto.

This proceeding has been initiated pursuant to the provisions of § 22-33-108, C.R.S., and the Court may enter orders against both the parent and child compelling attendance and may further enter an order compelling a treatment plan.

ISSUED in the County of Moffat, State of Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Clerk of the District Court  
Moffat County, Colorado

Step V (2)



District Court, Moffat County, Colorado  
**COURT ADDRESS:**  
221 West Victory Way  
Craig, CO 81625  
**PHONE NUMBER:** 970-824-8254

**Petitioner(s):**  
Board of Education of Moffat County School District RE: 1,  
through its duly appointed attendance officer: \_\_\_\_\_  
\_\_\_\_\_

**Respondents:**  
\_\_\_\_\_, parent and concerning  
\_\_\_\_\_, a child

**ATTORNEY OR PARTY WITHOUT ATTORNEY:** \_\_\_\_\_ **COURT USE ONLY**  
\_\_\_\_\_  
Attendance Officer  
\_\_\_\_\_, Craig, Colorado 81625  
**PHONE NUMBER:** 970-824-\_\_\_\_\_  
**FAX NUMBER:** 970-824-\_\_\_\_\_

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**ORDER SCHEDULING HEARING**

THIS MATTER coming before the Court this day upon the Verified Petition of the Moffat County School District, the Court having read and reviewed said Petition and being otherwise fully advised in the premises, **IT IS HEREBY ORDERED** that the filing of the Petition is hereby authorized, that the Clerk of the Court is directed to issue a summons commanding the Respondents to appear before this Court on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, at \_\_\_\_\_ o'clock \_\_.m., to respond to the allegations of the Verified Petition.

**DONE** and **ORDERED** this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

**BY THE COURT:**

\_\_\_\_\_  
District Court Judge

Step V (3)