

giving our students the world



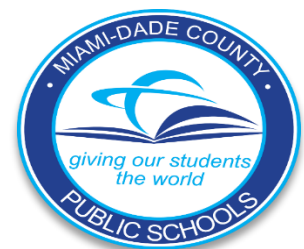
Updated September 2024

Federal and State Compliance Office

TRUANCY INTERVENTION PROGRAM PROCEDURES

2024-2025

FASCO



Miami-Dade County Public Schools

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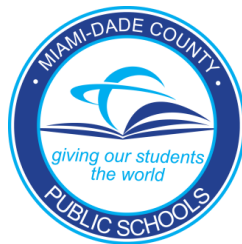
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INTRODUCTION

The *Truancy Intervention Program Procedures Handbook* is compiled each year by the Federal & State Compliance Office (FASCO) to provide relevant information on truancy laws, required actions, and recommended strategies to address students with patterns of non-attendance.

Reducing chronic absenteeism is at the forefront of student attendance policies across the nation. Not showing up for school matters; it generates an achievement gap that translates into lower performance in standardized examinations, which may lead to dropping out of school. The challenge for districts is to develop policies that include all relevant stakeholders that identify and remove barriers that impede regular school attendance. The intent of the Truancy Intervention Program referral process is to identify students with patterns of non-attendance to provide escalating services that aim to reengage students and their families in the learning process for greater academic achievement.

District school boards are tasked with the enforcement of school attendance, [s.1003.26 Enforcement of school attendance](#). Habitual truants must be the subject of services to address patterns of non-attendance. To this end, principals shall refer these students to the school's committee responsible for attendance to determine if patterns of truancy are developing. Some of the strategies include meeting with parent; frequent communication between teacher and parent; evaluation for alternative education programs; attendance contracts; implementation of corrective strategies; tutoring; mentoring; and referral to social service agencies. The school's committee shall facilitate intervention services to students and families with the aim of resolving non-attendance patterns.

Florida Statute 1003.01(8) defines a habitual truant as a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent, is subject to compulsory school attendance under [s. 1003.21 School attendance](#), and is not exempt under [s. 1003.21\(3\)](#) or [s. 1003.24 Parents responsible for attendance of children; attendance policy](#), or by the meeting of the criteria for any other exemption specified by law or rules of the State Board of Education.

The Federal & State Compliance Office is tasked with the compliance of compulsory school attendance, [School Board Policy 5200](#), as mandated by State statute, and of the referral of these students to social service agencies for additional services when parental consent is secured.

Miami-Dade County Public Schools (M-DCPS) collaborates with two social service agencies, which are funded by Florida's Department of Juvenile Justice for Truancy diversion services for at-risk youth. The agencies are:

- Miami Bridge Youth and Family Services); and
- Center for Family and Child Enrichment, Inc.

The *Truancy Intervention Program Procedures Handbook* provides guidance in the submission of Truancy referrals and includes attachments that document the steps taken to address students with patterns of non-attendance. Should you require assistance, please call the Federal & State Compliance Office at **(305) 883-5323**.

TRUANCY PROCEDURES

Truancy procedures are itemized below.

1. The student's primary teacher is required to contact the parent to determine the reason for each unexcused absence for which the reason is unknown.
2. Classroom teachers are required to report to the principal students with patterns of non-attendance. Escalating services to address the unexcused absences must be documented in the Student Case Management System (SCMS) in DSIS.
3. The school principal, if no evidence that absences were authorized in alignment with district policies regarding attendance, must refer students with patterns of non-attendance to the school's Truancy Child Study Team (TCST) to determine the cause of the absences. If a pattern of non-attendance has developed, the TCST must schedule, at a mutually convenient time, an initial meeting with the parent to encourage regular school attendance. The [Truancy Intervention Program – Parent Letter FM 6951](#) may be used to document notification of truancy to parent.
**available in English, Spanish, and Haitian-Creole*
4. The Truancy Child Study Team is comprised of principal, school counselor, school social worker, other school staff as appropriate, along with parent and the student (optional). This team implements interventions to resolve non-attendance that may include: frequent attempts of communication between teacher and family; mentoring; counseling; tutoring; daily/weekly progress monitoring; evaluation for alternative programs; home visit by social worker; student schedule modification; attendance contract; psychological evaluation; referral to other district departments such as The Parent Academy; and referral to outside social service agencies for family intervention.
5. Once efforts to enforce school attendance have been exhausted, the TCST will complete the [Truancy Intervention Program Referral FM 6007](#). During this process, parents are to be informed that a complaint of truancy will be filed with the Florida Department of Motor Vehicles (DHSMV) for suspension of driving privileges.
6. **The following 6 documents are to be included in the Truancy Referral:**
 1. [Truancy Intervention Program Referral FM 6007](#) signed by the TCST members, along with the parent.
 2. [Consent for Mutual Exchange of Information FM 6006](#) signed by the parent;
**available in English, Spanish and Haitian-Creole*
 3. **Daily Attendance (PF-7)** screen (Daily Attendance Screen with Unexcused Absences circled).
 4. **Student Record/Subjects (PF-1)** screen(s) to document academic progress for current and, if applicable, previous year.
 5. **Student Case Management System (PF-14)** screen to display documentation of interventions for the current year and, if applicable, previous year.
 6. **Legal and Foreign Student Information-Truant Flag (PF-19)** will remain active for two years.

7. Although not to be submitted as part of the Truancy referral, it is imperative for the Truancy Child Study Team to implement, and document in the student's cumulative folder and in the Student Case Management System (SCMS) in DSIS, all interventions employed to rectify attendance concerns. As provided below, the team may utilize the following forms to document efforts:
- a. the [School Attendance Agreement FM 6952](#) to solidify attendance requirements between student, parent, and school.
**available in English, Spanish and Haitian-Creole*
 - b. the [Home Visit Form FM 5869](#) to record home visit/s; if no contact is made at the home, the visit should be noted and recorded on the form.
 - c. the [Student Progress Report FM 7245](#) for teachers to measure students' progress.
 - d. any other school site instrument that documents efforts made by the school to engage students and parents (i.e., telephone logs, emails).
8. Staff at the school **must** document in DSIS escalating services for truancy. Prior to submitting the Truancy Intervention Program Referral to the Federal & State Compliance Office (FASCO), the following codes **must** be entered in the Student Case Management System (SCMS) in DSIS:

Code	Description
TL	Truancy Letter to parent
TM	Truancy Child Study Team
RT	Referred to ATTD (FASCO)
84	Excess in Absences - Unexcused

All Truancy Referrals must be sent to FASCO electronically via the **Ivanti Service Manager (ISM) System**. Create one (1) student referral per ISM request in PDF format. Select FASCO-Truancy from the Category dropdown and note Truancy Referral in the description box, along with the name of students referred.

A *Truancy Referral Checklist* is included in this handbook to assist in the submission of complete referrals for timely processing.

Staff at FASCO is responsible for processing Truancy referrals. Truancy referrals are reviewed by staff for completeness and are submitted to the corresponding social service agency, *based on the home school's demography*. If a truancy referral is incomplete, or if a student referred does not meet the 15 unexcused absences or if the referred student has reached the age of majority, an ISM reply will be sent stating the reason for not processing the referral. FASCO will not process any Truancy referral for cases that are missing the

documentation of escalating services in the Student Case Management System (SCMS) in DSIS. Please maintain all Truancy referral documents in the student's cumulative folder.

Timely referral of students with patterns of non-attendance is essential for improved student achievement. **Schools are required to submit Truancy Intervention Program Referrals for students between the ages of 6-17, who have 15 unexcused absences within 90 calendar days.**

Code	Description
R	Truant student with parental consent; REFERRED to an agency.
N	Student NOT truant.
T	H.E.R.O. Program - School Operations
Y	Truant student without parental consent, NOT referred to an agency

**Truant flag in DSIS will remain active for only two years.*

TRUANCY REFERRAL FORMS – REQUIRED

Truancy Intervention Program Referral (FM-6007)



Miami-Dade County Public Schools Truancy Intervention Program Referral

Clear Form

Date of Truancy Meeting: _____

SCHOOL USE ONLY:

- Has a truancy packet been submitted previously for this student (DSIS PF 19)? Yes ☐ No ☐
 - If yes, Effective (EFF) Date: _____
 - If a student has been previously flagged "Y" (Truant, without parent consent) within the last two years, do NOT resubmit a truancy referral unless parent consent with a signature has been secured.
 - If a student has been previously flagged "R" (Truant, with parent consent) within the last two years, do NOT resubmit a truancy referral.
 - If a student has NOT been previously flagged (DSIS PF19), please proceed.
- ☐ Student is listed on Control-D Report- 15 or More Unexcused Absences Within a 90-calendar Period (Product Number T0535E0101)
- ☐ PF7 DSIS Screen is included, and the unexcused absences (U) are circled.

Student Name		School Name		School Loc. No.	Region Office
Student I.D. No.	Date of Birth (DOB)	Student Age (Only ages 6-17)			
Parent(s) Name		Parent Telephone #	Parent Email:		
Home Address		ESE Exceptionality (if applicable)			
Parent's Preferred Language (Check one) <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Haitian Creole <input type="checkbox"/> Other _____					
Current School Year-to-Date Daily Attendance Information (PF7)			Total Number of Unexcused Absences: _____		
Date of 1st* Unexcused Absence: _____	Date of 15th* Unexcused Absence: _____	Number of Calendar Days from 1st* to 15th* Unexcused Absence: _____ <small>(Include weekends, holidays, teacher planning days, and PD days. Should fall within 90 calendar days.)</small>			
Parent Letter/Interventions/Referrals Provided by the School: Please mark with an (x) as appropriate.					
<input type="checkbox"/> Attendance Contract	<input type="checkbox"/> Attendance Review Committee	<input type="checkbox"/> Parent Letter	<input type="checkbox"/> Daily/Weekly Progress Monitoring		
<input type="checkbox"/> Counseling	<input type="checkbox"/> Parent/Teacher Conference	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Home Visit by School Staff		
<input type="checkbox"/> Other _____					
<p>Parents and students understand that accumulating fifteen (15) unexcused absences within a 90-day calendar period will result in notification to the Florida Department of Highway Safety and Motor Vehicles (DHSMV) for students who have attained 15 years of age for the suspension of driver license privileges.</p> <p>Los padres y estudiantes entienden que acumular quince (15) ausencias injustificadas dentro de un periodo calendario de 90 días resultará en una notificación al Departamento de Seguridad en Carreteras y Vehículos Motorizados de Florida (DHSMV) para los estudiantes que hayan cumplido 15 años de edad para la suspensión del conductor. privilegios de licencia.</p> <p>Paran ak elèv yo konprann ke akimile kenz (15) absans san eskize nan yon peryòd kalandriye 90 jou sa pral lakòz yon notifikasyon bay Depatman Sekirite Otowout ak Veyikil Motor Florid (DHSMV) pou elèv ki gen laj 15 an pou sispansyon chofè a. privilèj lisans.</p>					
*If parent is present, form must be signed by one (1) member members of the Truancy Child Study Team.			*If parent is NOT present, form must be signed by three (3) members of the Truancy Child Study Team.		
Student Signature * optional if present	Date	TCST Member Name (Print)	TCST Signature	Date	
Parent Signature/ Firma del padre/ Siyati Paran an	Date/ Fecha/ Dat	TCST Member Name (Print)	TCST Signature	Date	
TCST Member Name (Print)/ TCST Signature	Date	TCST Member Name (Print)	TCST Signature	Date	

FM-6007 Rev. (09-24)

Consent for Mutual Exchange of Information (FM-6006)

Clear Form



Miami-Dade County Public Schools

Truancy Intervention Program Consent for Mutual Exchange of Information

Section I – To be completed by school staff:

Student Name	School Name	School Loc. No.	Region Office
Student I.D. No.	Student Date of Birth (DOB)	Student Age (Only ages 6-17)	Date of Truancy Meeting:

Section II – To be completed by the parent: (Your parent signature below indicates consent to ALL the following provisions.)

- I hereby authorize the mutual exchange of records pertaining to my child between Miami-Dade County Public Schools and its contracted social service agencies.
- I hereby authorize the contracted social service agency to contact me for services.
- The specific records to be disclosed reference the child's educational records that include attendance information for the purpose of assisting in resolving the child's non-attendance.
- I have been advised that Truancy is an accumulation of 15 or more unexcused absences.
- I certify that I am the parent/guardian of the child referenced in this document.

Parent/ Guardian Name	Parent/ Guardian Signature	Date	
Address			
City	State	Zip Code	Telephone No.
Parent's Preferred Language (Check one): <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Haitian Creole <input type="checkbox"/> Other _____			

Section III – TO BE COMPLETED BY SCHOOL STAFF.

REQUIRED WHEN PARENT CONSENT IS NOT PROVIDED:

Please check one (1) box for outcome of Truancy Intervention meeting:

- ☐ The TCST members were unable to contact the parent/guardian for this truancy meeting.
- ☐ The parent/guardian was contacted but not in attendance for this truancy meeting.
- ☐ The parent/guardian refused to sign Consent for Mutual Exchange of Information and declined Truancy Services for their child.

Personal identifiable information may be transferred to a third party only on the condition that it will not be released to any other agents without obtaining the consent of parents.

DSIS SCREENS - REQUIRED

AS14-31-H5RT S T U D E N T R E C O R D / S U B J E C T S 09/08/20 10.45.41

STUDENT ID SCHOOL GRADE HR PRO ST SCHL CD
 NAME SEX O-PHASE ADD SCHL CD
 BIRTHDATE DELIVERY MODEL
 LAST SUB UPDT RECORD UPDT LAST GRD UPDT

REPORTING CYCLE 201 GRADING PERIOD

CYCLE TOTAL ABSENCES CYCLE TOTAL TARDIES

TERM 1 PROGRAM NO. TERM 2

GRADE HR GRADE HR

SCHL SEQ/SEC CRS NUM VOC SUB VOC PGM TRM TITLE SP EP ROOM TEACHER 1234 F G T

** KEY DESIRED GRADING PER ** PAGE FORWARD = ENTER

MB 103 LDDAH5RT 02/002

PF-1

DA06-33-H6CM MON TUE WED THR FRI SAT

* DAILY ATTN *: AUG 19 NOSHOW 20 21 22 NOSHOW 23 NOSHOW 24 NO SCH

ID: : AUG 26 U 27 U 28 U 29 U 30 U 31 NO SCH

GRD PERIOD: 1 : SEP 2 NO SCH 3 4 5 U 6 U 7 NO SCH

BARNETT : SEP 9 U 10 11 12 U 13 U 14 NO SCH

MALAYSIA : SEP 16 U 17 18 19 20 21 NO SCH

JEA : SEP 23 24 25 26 27 28 NO SCH

SCHOOL: 2001 : S/O 30 1 2 3 NO SCH 4 5 NO SCH

GRD:02 HR:202 : OCT 7 8 9 10 11 12 NO SCH

SHIFT: : OCT 14 15 16 17 18

PF-7

SM05-51-H5RT STUDENT CASE MANAGEMENT INFORMATION 09/08/20 10.44.06

STUDENT ID NAME: SEX: GRADE SCHOOL

> SOURCE: SPAR/ISIS SYSTEMS
 * RETURN TO MENU = CLEAR KEY
 % EMP/STU FROM DIFF LOCS

MB 103 LDDAH5RT 02/002

PF-14

SI25-36-G5DY LEGAL AND FOREIGN STUDENT INFORMATION 11/01/23 11.01.39

STUDENT ID FLA STU ID STATUS SEX APP
 LEGAL NAME: LAST FIRST MIDDLE
 ASSUMED NAME: LAST FIRST MIDDLE

CURRENT SCHOOL GRADE HR SECT DATE ENTERED / /
 HISPANIC RACE
 BIRTH:CITY STATE COUNTRY

RESIDENT STATUS BIRTHDATE VERIFICATION
 TITLE VIII BIRTHDATE / /
 OSP/SPSD FTE: LINE1 MIN1 DATE ENTERED U.S. SCHOOL / /
 LINE2 MIN2 EARN1 EARN2

PF-19

TRUANCY REFERRAL FORMS – OPTIONAL

Truancy Intervention Program Parent Letter (FM-6951)

[Clear Form](#)

TRUANCY INTERVENTION PROGRAM PARENT LETTER

Date _____

Parent Name _____

Address _____

RE: Student Name _____

DOB _____

Dear Parent(s):

Regular attendance in school is considered an important factor in ensuring your child's school success. We are concerned about the pattern of non-attendance that your child has developed. At this time, please be advised that your child, _____, has been absent 5 or more times and is not attending school regularly.

You and your child are requested to attend a meeting to discuss the reasons for your child's non-attendance. This meeting has been scheduled for _____ at _____ a.m./p.m. The meeting will be held at the school in _____.

Florida Statute 1003.24 states that each parent of a child of compulsory school age shall be responsible for each child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section. Florida Statute 1003.27(7)(1) states that a parent who refuses or fails to have a minor student who is under his/her control attend school regularly shall be guilty of a misdemeanor of the second degree, punishable as provided by law. To this end, the Superintendent may file a truancy petition, and report your child to the Florida Department of Motor Vehicles for suspension of driving privileges.

Please contact _____ at _____ for additional detail regarding your child's pattern of non-attendance. Your cooperation is appreciated.

Sincerely,

Principal_____
School Name



**Miami-Dade County Public Schools
Truancy Intervention Program Compliance
School Attendance Agreement**

I, _____, agree to attend all of my classes as scheduled on a daily basis
(Student Name)
at _____. I also agree to the following:
(School Name)

- I will arrive to school on time every day.
- I will follow all rules and regulations at my school.
- I will turn in medical notes, as appropriate, in the event of an absence.
- I understand that not attending school may result in the suspension of my driving privileges from the Florida Department of Safety and Motor Vehicles.
- I understand that not attending school may result in a referral to the Florida Department of Juvenile Justice and its agents.

I, _____, of _____,
(Parent Name) (Student Name)

agree to collaborate with all efforts set forth by the Miami-Dade County Public Schools to ensure my child's attendance and progress in school is improved. In addition, I agree to the following:

- I recognize the importance of regular school attendance for my child's success.
- I understand that I am responsible for ensuring that my child attends school regularly to remain compliant with Florida's school attendance laws.
- I understand that I must submit a medical note to the school's attendance clerk in the event of my child's future absences.
- I acknowledge that it is my responsibility to develop systems at home to ensure that my child is school ready.
- I acknowledge that my child's academic progress was discussed and that options were reviewed at length for my child's school success.
- I acknowledge that non-attendance may result in a referral to the Florida Department of Juvenile Justice and its agents and to the Florida Department of Safety and Motor Vehicles for suspension of driving privileges, if within the appropriate age.

I understand and agree to all conditions in this contract. If agreement is violated, the school principal will proceed with notifying all corresponding agencies that govern school attendance.

Student Signature/Date: _____	Administrator/Date: _____
Parent Signature/Date: _____	Other (Title)/Date: _____



Miami-Dade County Public Schools
Truancy Intervention Program Compliance - Home Visit

Date

Student Name <input type="text"/>		School Name <input type="text"/>		School Loc. No. <input type="text"/>
Student I.D. No. <input type="text"/>		Date of Visit <input type="text"/>		
Parent(s) Name <input type="text"/>		Telephone: Daytime: <input type="text"/> Evening: <input type="text"/>		
Residential Address <input type="text"/>				
Parent(s) Email Address <input type="text"/>				
Title of Person Conducting Visit <input type="text"/>	Telephone No. <input type="text"/>	Date of Home Visit <input type="text"/>	Time of Visit <input type="text"/>	
Person(s) Interviewed During Visit <input type="text"/>		Relationship to Student <input type="text"/>		
Home Assessment: <input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
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<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
Signature: <input type="text"/>			Date: <input type="text"/>	



Clear Form

**Federal & State Compliance Office
Truancy Intervention Program Compliance
Student Progress Report**

Student Name		School Name		School Loc. No.	Region Center
Student I.D. No.		DOB	Age	Week of:	
Parent(s) Name			Telephone: Daytime: Evening:		
Instructions: Teachers, please complete at the end of each instructional period and affix your signature on the second page. Students will return the progress report signed by the parent to the designated school representative on the subsequent Monday.					
Scale: Academic (A, B, C, D, F); Effort (1, 2, 3); Conduct (A, B, C, D, F); Attendance (A) Excused Absence, (U) Unexcused Absence; (T) Tardy.					

Student Progress Monitoring									
Instructional Periods		1	2	3	4	5	6	7	8
MONDAY	Academic								
	Effort								
	Conduct								
	Attendance								
TUESDAY	Academic								
	Effort								
	Conduct								
	Attendance								
WEDNESDAY	Academic								
	Effort								
	Conduct								
	Attendance								
THURSDAY	Academic								
	Effort								
	Conduct								
	Attendance								
FRIDAY	Academic								
	Effort								
	Conduct								
	Attendance								

TRUANCY REFERRAL CHECKLIST

REQUIRED DOCUMENTATION TO INCLUDE IN A TRUANCY PACKET	
1.	Truancy Intervention Program Referral (FM-6007) with required signatures.
2.	Consent for Mutual Exchange of Information (FM-6006) with required signatures.
3.	Daily Attendance Screen – Daily Attendance Screen with Unexcused Absences circled) (DSIS PF-7)
4.	Student Record/Subjects – current year (DSIS PF-1)
5.	Student Case Management System – current and, if applicable, previous year (DSIS PF-14)
6.	Legal and Foreign Student Information -Truant flag in DSIS (Flag will remain active for only <u>two</u> years) (DSIS PF-19)

Reasons FASCO Will NOT Process a Truancy Referral

Required documentation (forms and screens) not submitted.
Required signatures missing on forms.
Referred student is not of compulsory school age (4 or 5 years old) or has reached the age of majority (18 years of age) and does not qualify for additional truancy diversion services.
Referred student has been officially withdrawn from M-DCPS.
Referred student has insufficient unexcused absences (<15 unexcused).
Referral not submitted in PDF file format.
Multiple referrals submitted in one ISM (only 1 student referral per ISM).
Inaccurate dates on DSIS (Student Case Management) and truancy forms.
Required forms are incomplete.

SOCIAL SERVICE AGENCIES

Miami Bridge Youth and Family Services



Who We Are

A designated National Safe Place

Miami Bridge is utilized by the community as the axis point of all Miami-Dade County efforts in dealing with kids in crisis who are runaways, truant, homeless or having issues at home. In Miami-Dade County, we are the only emergency home serving kids ages 10 to 17. At the Bridge, we provide a full range of services including in-shelter counseling, field trips, in-home counseling and reunification with family.



NEED OUR HELP TODAY?

To inquire about obtaining services,

2810 NW South River Drive

326 NW Third Avenue

Truancy Diversion Services

Formal education is a crucial key to future success. Miami Bridge Youth & Family Services, Inc. intercedes when Miami-Dade County Public Schools (M-DCPS) has exhausted its range of outreach activities to re-engage truant youth. Miami Bridge goes a step further by developing new strategies to assist youth in overcoming issues that impede school attendance and personal development. We offer an array of intervention services to assist families with troubled children ages 6-17 who are at-risk, chronic runaways, abused, abandoned or neglected and /or have a history of habitual truancy and related behaviors. Miami Bridge also offers community-based services such as "First Stop for Families," our family crisis prevention/intervention program that assists families who feel overwhelmed due to youth who demonstrate ungovernable behaviors such as staying out late, difficulties in school, habitual truancy or conduct issues. Federal and state compliance offices provide assistance to schools that wish to refer truant students to a social service agency. Miami Bridge is one of two agencies serving M-DCPS that intercedes when M-DCPS's Truancy Child Study Team meets and concludes that all efforts were made to re-engage the truant youth to no avail. There are approximately 900 truant youth referred to Miami Bridge yearly that require new strategies to assist them in overcoming issues that impede school attendance, academic performance and /or prosocial skill development. Miami Bridge is serving all elementary, middle and postsecondary schools in the Central and South Region of Miami-Dade County.

Through funding from the United Way and Florida Network, Miami Bridge is able to employ Master's level counselors and case managers to address these critical issues.



Center for Family Enrichment & Child Enrichment, Inc.

CFCE Center for Family & Child Enrichment, Inc.

Like and Follow us



"Cherishing Our Children Since 1977"

CALL US: (305) 624-7450 Main

(305) 474-1800 Clinic

(305) 474-1803 Pediatrics

Who are we? The Center for Family and Child Enrichment has been enhancing the lives of children and families since 1977.

For more than 40 years, we have quieted the fears of children who were alone, and counseled and guided troubled families to become better parents and keep their children out of state care and in a loving, family environment.

Our competent and committed staff keeps our doors open to families and children in need, no matter how challenging their problems.

What do we do? CFCE Inc. is a private, nonprofit, community-based organization that serves children in foster care who have been abused, neglected and/or abandoned children with severe emotional disturbances who may be in need of mental health care children who are chronic runaways and/or are ungovernable and in the custody of parents or relatives.

Our mission is simple: Helping children and families help themselves live a better life and build a stronger community.

Our services touch and enrich the lives of nearly 6,500 children and families each year. We help to provide residential group care, in-home family counseling, and a variety of other services designed to achieve permanency for the children.

For more information, click on SERVICES, or to find out about our Pediatric and Family Health and Wellness Center, a Federally Qualified Health Center (FQHC) click on HEALTH CENTER. You'll be surprised at how much we do.



Give us a call:
(305) 624-7450



Counseling and Therapy

The goal of our behavioral health programs is to provide children and families with a safe, warm and non-judgmental therapeutic experience. At the Center for Family and Child Enrichment, every client is very important to us and we want to be sensitive to their needs. Our goal is to improve the emotional and mental health of all our clients, while also striving to enrich their overall quality of life.

- Our services include, but are not limited to:
- Individual, group and family therapy
- Psychiatric evaluation, including prescription, when appropriate
- Targeted Case Management
- Mental health assessment
- Psychosocial Rehabilitation
- Mental health and substance abuse services for children from birth to age seventeen

For the convenience of our clients, services may be offered in the home, at school, or in our offices.

To make a referral, call clinical intake at (305) 624-7450. CFCE accepts Medicaid and all Medicaid Managed Care Plans. A sliding scale fee rate is also available for self-pay clients.

Family Support

While there is a wide variety of programs and services available, there are some families and children who often "fall through the cracks." Their needs simply do not fit within the spectrum of available services.

At the Center for Family and Child Enrichment, we offer certain specialized or "niche" programs that cater to this particularly vulnerable segment of our community. Many of these services are free to the client and are often covered completely or in part by a public or private grant or donation.

They include:

- Counseling and case management for runaway, truant, and ungovernable youth
- Parenting Skills Classes for parents in the Dependency System
- Substance Abuse prevention activities for 4th and 5th grade students
- In-home family counseling for parents/families at risk of child abuse and neglect
- Intensive residential treatment for adolescents with mental health diagnoses
- Services for Unaccompanied Minors.

Health and Wellness Center

Our health center provides flu shots, vaccines and other preventive services, and sick care for the entire family is now available at the newly-expanded Pediatric and Family Health and Wellness Center.

Same-day appointments are available, and the Center accepts Medicaid, Medicaid HMOs and also has a sliding scale for payment.

The following services are available:

Primary care, Pediatrics, Diagnostic Laboratory Services, Family Planning, Prenatal and Perinatal Services, Gynecological, Obstetrical Care, Immunizations, Well Child Services

Screenings:

Cancer, Communicable Diseases, Cholesterol, Blood Lead Test for elevated Blood Lead Level, Pediatric vision, hearing, and Dental, Preventive Dental, Health Education, Behavioral Health Services, Pharmacy, Substance Abuse Services, Outpatient, Rehabilitation, Case Management: Counseling/Assessment, Referral, Follow-up/Discharge planning, Eligibility Assistance and Outreach.

Website

ATTENDANCE & TRUANCY MONITORING REPORTS

- [Active Students with 15 or More Unexcused Absences in a 90 Day Period](#) (Control-D) Product T035E0101
 - ❖ identifies students that meet the truant criteria and indicates if a truancy packet has been submitted
 - ❖ report runs every Friday beginning in October
- [Student Absence Dashboard](#) (Portal)
 - ❖ the attendance data is updated daily and allows for the monitoring of individual students' attendance
- [Daily Reason Attendance List](#) (Gradebook)
 - ❖ displays the attendance types and the total number of occurrences in a date range for each student
- [Attendance Tracking Report](#) (Gradebook)
 - ❖ gradebooks that have taken attendance
 - ❖ must have for the 11-day FTE Attendance eligibility window
- [Daily Student Attendance Report by Period](#) (Gradebook)
 - ❖ displays attendance infraction by period
- [Early Warning System Indicators](#) (Portal)
 - ❖ identifies students who have 18+ absences and previous year absences
- [Truancy Report](#) (Portal)
 - ❖ identifies students that have been flagged as truant



RELATED STATUTES, STATE AND BOARD POLICIES

BOARD POLICIES

- ✓ [5200](#) ATTENDANCE
- ✓ [5215](#) MISSING AND ABSENT CHILDREN



CHAPTERS, FLORIDA STATE STATUTES

- ✓ [322.091](#) ATTENDANCE REQUIREMENTS (MOTOR VEHICLES)
- ✓ [1001.53](#) DISTRICT SCHOOL SUPERINTENDENT RESPONSIBLE FOR ENFORCEMENT OF ATTENDANCE
- ✓ [1003.21](#) SCHOOL ATTENDANCE
- ✓ [1003.23](#) ATTENDANCE RECORDS AND REPORTS
- ✓ [1003.24](#) PARENTS RESPONSIBLE FOR ATTENDANCE OF CHILDREN; ATTENDANCE POLICY
- ✓ [1003.26](#) ENFORCEMENT OF SCHOOL ATTENDANCE
- ✓ [1003.27](#) COURT PROCEDURES AND PENALTIES

STATE BOARD POLICIES

- ✓ [6A-1.044](#) PUPIL ATTENDANCE RECORDS

Note: These statutes are subject to change based on legislative decisions.

FREQUENTLY ASKED QUESTIONS

- **How many absences does the student need to be referred for Truancy?**
 - As per [Florida Statute 1003.01\(8\)](#) defines a habitual truant as a student who has 15 unexcused absences within 90 calendar days.
- **Can a student be truant with excused absences/ tardies?**
 - No.
- **Once the truancy flag has been inputted for the student, how long does it remain for?**
 - The flag in PF19, will remain active for two years.
- **What and when do the DSIS Case Management Codes need to be inputted on the Student Case Management Screen?**
 - The Codes on DSIS need to be inputted the week the truancy meeting took place.
- **What does the “R” and “Y” flag mean?**
 - R= Truant student with parental consent; **REFERRED** to an agency.
 - Y= Truant student without parental consent, **NOT** referred to an agency
 - T= H.E.R.O. Program- Schools Operations
- **If I am a H.E.R.O. school, do I submit a Truancy Referral for my enrolled student?**

No. School Operations manages truancy for H.E.R.O. schools
- **How many agencies does FASCO work with to refer the student?**
 - Once we have referred the student with an “R” in PF19 at FASCO, the student is referred for services with either/or the following two agencies: Center for Family and Child Enrichment, Inc or Miami Bridge Youth and Family Services, Inc.
- **What is the board policy for attendance/truancy?**
 - School Board Policy [5200](#) ATTENDANCE
- **When is the last day to refer for truancy?**
 - The last day of the current school year (First week of June)
- **How do I submit a truancy packet to FASCO?**
 - School staff must submit Truancy packets electronically Via ISM (one packet per ISM) to FASCO-Data Team
- **Where is the Truancy handbook located?**
 - The Truancy handbook is at our website
<https://attendanceservices.dadeschools.net/#!/fullWidth/739>
- **How do I verify that a student’s absences fall within the 90-day calendar period?**
 - Administrators can access the Control-D “15-Unexcused Absences within a 90-day calendar period” Report Product #T035E0101.
- **What SCAM do I use to input the truancy codes on DSIS?**
 - School staff should use the Student Case Management SCAM (Horizontal).
- **Can I refer a student, truant, that has a combination of excused and unexcused absences totaling 15 or more?**
 - No.
- **If a student is referred as a “Y” in PF19, (parent did not consent for services), and I receive the FM 6006- Consent for Mutual Exchange of Information, signed by parent, can I resubmit the Truancy packet within the two-year active flagged window?**
 - Yes, schools can resubmit the Truancy packet within the two years of a student being flagged with a “Y”, and FASCO will change it to a “R” and refer to one of the two agencies for services.
- **If a student comes to my school with excessive unexcused absences, do I need to submit a Truancy packet to FASCO?**

The current school should check PF19 to see if the student has been already referred with a “Y” or an “R”, and if not, then yes, the current school must submit a Truancy packet to FASCO.
- **When should the school submit a Truancy packet to FASCO?** The current school should submit the Truancy packet to FASCO within **30 calendar days** after the date of truancy meeting.

ADDITIONAL ASSISTANCE

Should you require additional information regarding truancy reporting, please email for assistance:

Tony G. Ullivarri, Administrative Director

Loreta Costanza, Student Transfer Coordinator lcostanza@dadeschools.net

Mara Ugando, District Supervisor,
Student Funding mugando@dadeschools.net

Ana Echevarria	AnaEchevarria@dadeschools.net
Lynn Finch	287528@dadeschools.net
Anne M. Florence	AFlorence@dadeschools.net
Celestine Johnson	CJohnson@dadeschools.net
Regina Johnson	ReginaCJohnson@dadeschools.net
Lisa Ocasio	Lisa.ocasio@dadeschools.net
Clara O'Reilly	COReilly@dadeschools.net
Xenia Reyes	325177@dadeschools.net
Nancy Salomon	NSalomon@dadeschools.net
Silvia Soto	343775@dadeschools.net

All Truancy Referrals must be sent electronically via the **Ivanti Service Manager (ISM) System** to FASCO. **Create one (1) student referral per ISM Request in PDF format.**

The Truancy Code “Y” – Truant student without parent consent, NOT Referred to agency has been added to the codes in the PF-19 Screen in DSIS.

The Truancy Code “R”—Truant student with parent consent, referred to an agency has been added to the codes in the PF-19 in DSIS.

MONTHLY UPDATES

Center for Family and Child Enrichment, Inc.
Miami Bridge Youth and Family Services, Inc.

October 15, 2024	January 14, 2025	April 15, 2025
November 12, 2024	February 11, 2025	May 13, 2025
December 10, 2024	March 11, 2025	June 6, 2025