

# Student Referral Process

## FLOW CHART

### Compulsory School Attendance Referral Flow Process

#### 37-13-91

Mississippi law requires all children between the ages of six (6) and seventeen (17) to enroll in and attend school. This law also applies to five-year-old students enrolled in a full-time public Kindergarten program.

#### Non-Enrollment

All compulsory school-age students that are not enrolled within 15 days after the beginning of the school year.

Report to the MDE, Office of Compulsory School Attendance Enforcement (School Attendance Officer)

School Attendance Officer will attempt to secure enrollment (i.e., letter, home visit or phone call)

#### Excused & Unexcused Days

**03** Student misses three (3) cumulative absences

##### Actions

- School contacts parent/guardian
- Document Communication

#### Unlawful Unexcused Days Attendance Referral

**05** Student misses five (05) cumulative unexcused days

##### Actions

- Submit Referral to SAO
- Implement school-based interventions
- Document all contact & interventions

**08** Student misses eight (08) cumulative unexcused days

##### Actions

- Submit Referral to SAO
- Continue & strengthen interventions
- Share intervention documentation with the SAO

**12** Student misses twelve (12) cumulative unexcused days

##### Actions

- Submit Referral to SAO
- Review effectiveness of Intervention
- Continue family engagement & supports

**15** Student misses fifteen (15) cumulative unexcused days

##### Actions

- Submit Referral to SAO
- Provide complete intervention documentation

#### Required Demographics for Reporting Unexcused Absences at 5, 8, 12, 15 & every 5 days there after:

- Student's Name, Date of Birth, MSIS, Grade, Gender
- Parent/Guardian Name, Contact Information (phone number and home address)
- Unexcused Absences excluding all OSS, ISS, and excused absences
- Out-of-school suspension days must be uploaded to MDE SAO Referral portal as they occur & should not be included in the attendance referrals

School Attendance Officers will request an updated attendance report in preparation of court.

Suspensions are **unexcused absences** and **must** be reported as they occur.

Students placed in **in-school suspensions must not be counted absent.**

