

TRUANCY MEDIATION REQUEST FORM

Confidential Intake & Referral Document

Designed in accordance with Texas Education Code § 25.0915 (Truancy Prevention Measures)

SECTION 1: STUDENT PROFILE

To be filled out by the Referring Campus Official or Parent/Guardian.

- ☐ **Student Full Name:** _____
 - ☐ **Date of Birth (MM/DD/YYYY):** ____ / ____ / ____ **Age:** ____
 - ☐ **Grade:** _____ **Student ID Number:** _____
 - ☐ **Campus:** _____
 - ☐ **Parent/Guardian Name(s):** _____
 - ☐ **Primary Phone:** (____) _____ **- Email:** _____
 - ☐ **Home Address:** _____

 - ☐ **Language Spoken at Home:** [] English [] Spanish [] Other: _____
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SECTION 2: ABSENCE IDENTIFICATION

Please attach the student's official, up-to-date attendance report.

- ☐ **Total Number of Unexcused Absences (Current School Year):** _____ days
 - ☐ **Number of Unexcused Absences within a 6-Month Period:** _____ days
 - ☐ **Patterns Observed (Check all that apply):**
 - [] Consecutive days absent
 - [] Chronic tardiness / Missing specific class periods
 - [] Monday/Friday absences
 - [] Other pattern: _____

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SECTION 3: ROOT CAUSE FOR ABSENCES

To be completed by the student and/or parent during an initial intake conversation.

What are the primary barriers to attending school regularly? (Check all that apply):

- ☐ **Transportation Barriers:** Lack of a ride, missed the bus, or long commute.
 - ☐ **School Schedule:** Inability to meet the Bell Schedule/Arrive on time for class.
 - ☐ **Medical/Health Issues:** Chronic illness, dental issues, or undocumented physical ailments.
 - ☐ **Mental Health/Emotional:** Severe anxiety, depression, or school-induced stress.
 - ☐ **Academic Struggles:** Falling behind in classes, failing grades, or learning difficulties.
 - ☐ **Social/Peer Dynamics:** Bullying, peer pressure, or safety concerns at school.
 - ☐ **Family Caretaking Duties:** Staying home to care for siblings, sick relatives, or working to support the household.
 - ☐ **Substance Use or Behavioral Concerns:** Disciplinary issues or struggles outside of school.
 - ☐ **Communication Breakdown:** Parent unaware of absences or misunderstanding the school calendar.
 - ☐ **Learning Disabilities:** Compliance with 504 or IEP **Date of last ARD:** _____
 - ☐ **Other:** _____
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SECTION 4: PRIOR INTERVENTION CHECKLIST

*Texas law requires documented Truancy Prevention Measures (TPMs) before court referral.
Check all completed actions:*

- ☐ **Access School Portal:** Parent/guardian/student access to the school electronic portal for attendance and grades.
 - ☐ **Automated Notifications:** Parent/guardian received standard attendance warning letters.
 - ☐ **Direct Contact:** Phone calls or text messages made to parent regarding unexcused absences.
 - ☐ **Parent-School Conference:** In-person or virtual meeting held on
(Date): ____ / ____ / ____
 - ☐ **Attendance Behavior Plan:** Formal attendance contract signed on
(Date): ____ / ____ / ____
 - ☐ **In-School Interventions:** Referral made to school counselor, social worker, or peer mentor.
 - ☐ **Community Services Referral:** Linked family with outside food, housing, or clothing assistance.
 - ☐ **Possible Learning Disabilities:** Parent/School initiated testing for learning disabilities.
(Date): ____ / ____ / ____
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SECTION 5: RESOLUTION PROPOSAL

What practical steps can the school, parent, and student take during mediation to resolve this issue?

☐ **Student Proposal:**

☐ **Parent/Guardian Proposal:**

☐ **School/Campus Proposal:**

SECTION 6: ACKNOWLEDGEMENT & SIGNATURES

By signing below, the parties agree that formal mediation is a voluntary step to resolve attendance barriers, rebuild school-family partnerships, and avoid further legal action in a Texas Justice of the Peace, Municipal Court or Tribunal Court.

Referring Official Signature: _____
Date: ____ / ____ / ____

Parent/Guardian Signature: _____
Date: ____ / ____ / ____

Parent/Guardian Signature: _____
Date: ____ / ____ / ____

Student Signature: _____
Date: ____ / ____ / ____

Truancy Trained Mediator Signature: _____
Date: ____ / ____ / ____