In this folder and the list below you will find examples of forms that could be included in Student Information Packets to be reviewed during a Community Truancy Board meeting. Packets created for each CTB member to review should not to be kept by any CTB members or removed from the meeting. The information in the packets should be used to help determine what interventions or next steps should be taken to help reduce or eliminate further absences from school. This is not an exhaustive list, and if you have recommendations or forms you would like to add to this folder, please email a copy or link to [ctbresources@gmail.com](mailto:ctbresources@gmail.com). Thank you!

* Attempted interventions checklist - This checklist should be completed prior to the CTB meeting by the District Truancy Representative, or whoever is considered the student’s truancy/attendance case manager.
* Teacher Intervention Checklist - This form can be sent to the student’s teacher(s) and collected prior to the CTB meeting to provide information on how the student’s absences are affected his/her success in class and to help communicate any additional interventions that may be available in the classroom.
* Student’s attendance records, including records from any other schools attended during the current school year
* Information about the student’s prior attendance history, if available
* Student’s current grades
* Student’s transcripts and/or graduation requirements checklist (if applicable)
* Any additional statements from teachers, administrators, or other school staff regarding the impact of the student’s absences or the student’s strengths, interests, or skills at school.

**Packets should not include confidential health or mental health information without the prior written consent of the student and/or parent/guardian(s).**

If you have additional questions or comments, please contact:

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Jennie Tibbitts, Truancy Court Facilitator, King County Superior Court: [jtibbitts@kingcounty.gov](mailto:jtibbitts@kingcounty.gov)