

# Truancy (Maine)

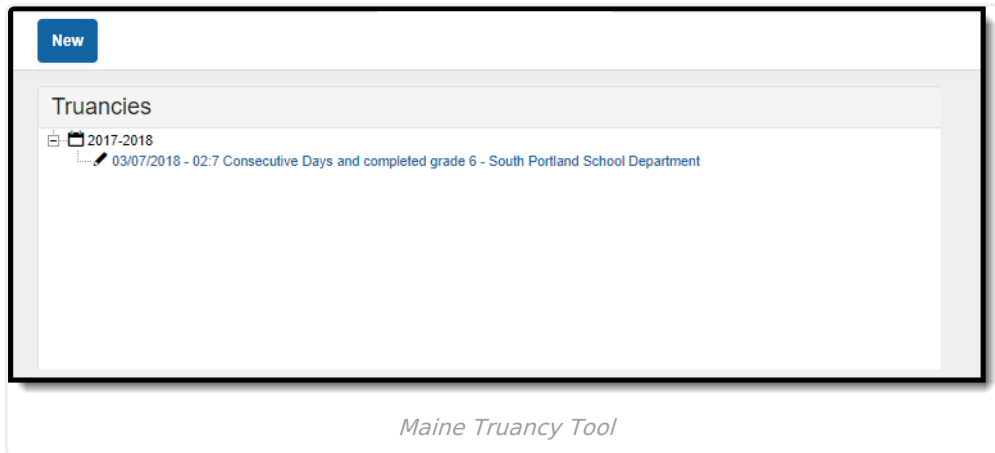
Last Modified on 03/11/2024 8:44 am CDT

[Create a New Truancy Record](#) | [Delete a Truancy Record](#)

**Classic View:** Student Information > General > Truancy

**Search Terms:** Truancy

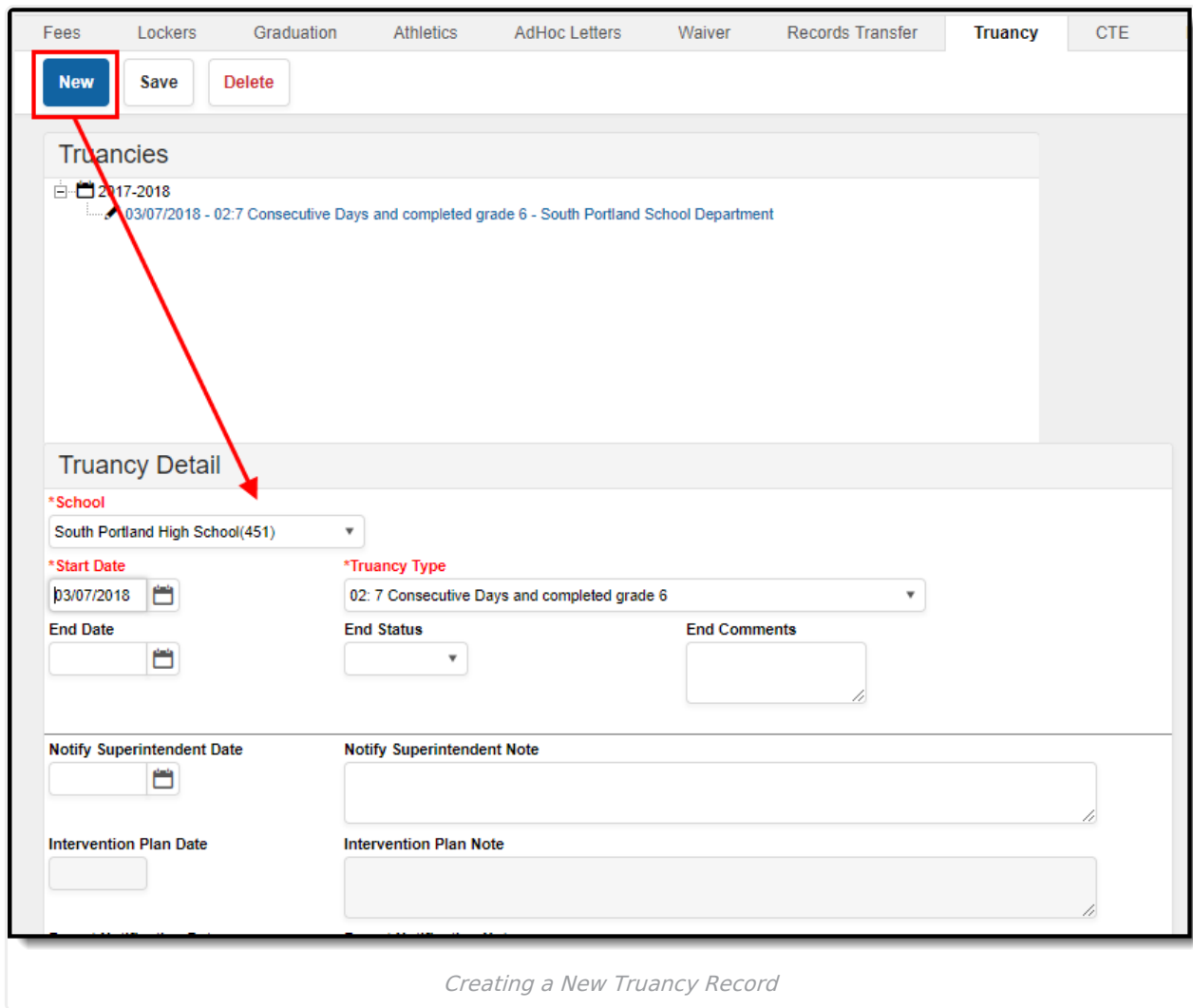
The Truancy tool allows you to create and manage truancy records per student within a school.



## Create a New Truancy Record

Each time a student is truant, a new truancy record can be created and managed on the Truancy tab. Existing truancy records can also be paused and resumed throughout a school year.

A student can only have one Truancy record open (no End Date entered) at a time in the district. For existing records, all dates must fall within the school year associated with the record. For new records, all dates must fall within the school year selected in the Campus Toolbar.



Fees Lockers Graduation Athletics AdHoc Letters Waiver Records Transfer **Truancy** CTE

**New** Save Delete

**Truancies**

2017-2018

03/07/2018 - 02:7 Consecutive Days and completed grade 6 - South Portland School Department

**Truancy Detail**

\*School  
South Portland High School(451)

\*Start Date  
03/07/2018

\*Truancy Type  
02: 7 Consecutive Days and completed grade 6

End Date  
End Status  
End Comments

Notify Superintendent Date  
Notify Superintendent Note

Intervention Plan Date  
Intervention Plan Note

*Creating a New Truancy Record*

## To Create a New Truancy Record

For new records, all dates must fall within the school year selected in the Campus Toolbar.

1. Select the **New** icon. The Truancy Detail editor will appear below (see Image 2).
2. Select which **School** is reporting the truancy.
3. Enter the **Start Date** of the record.
4. Select a **Truancy Type**.
5. Enter information in the remaining fields using the table below for guidance.

A Notify Superintendent Date must be entered before other fields below it are made available. Data must be entered from the top down, starting with Notify Superintendent Date and ending with LE Referral Date.

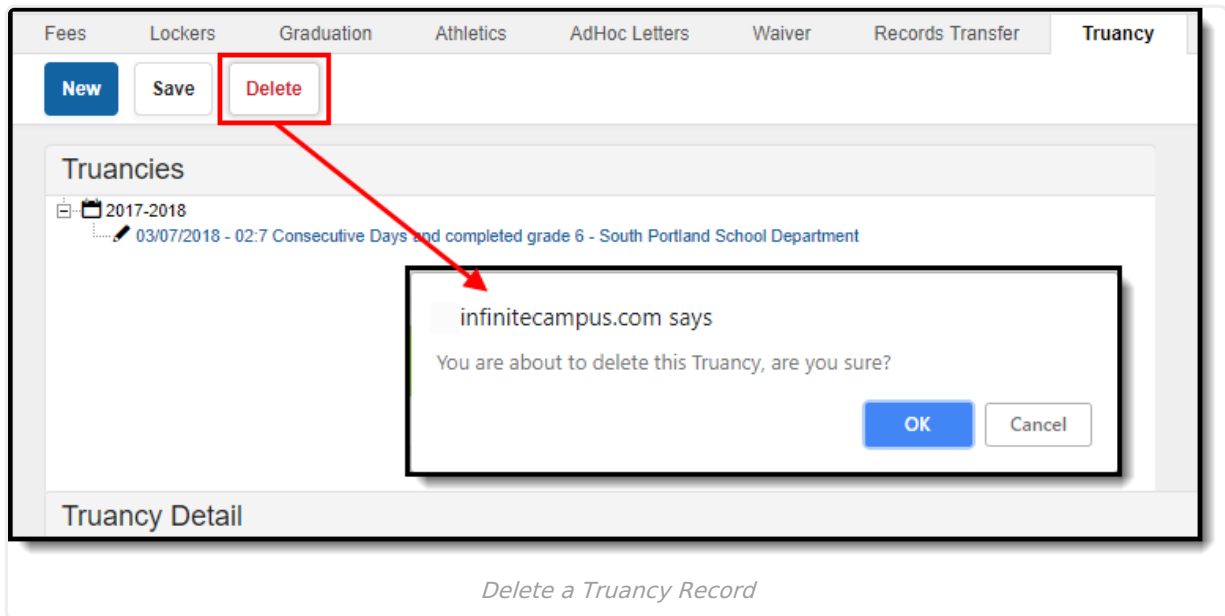
6. Once all appropriate data has been entered, select the **Save** icon. The new truancy record will appear in the Truancies window.

Field	Description
<b>School</b>	The school tied to the truancy record.
<b>Start Date</b>	The start date of the truancy record.
<b>Truancy Type</b>	Indicates the type of truancy being reported. <ul style="list-style-type: none"> <li>• 01: 10 Full Days and completed grade 6</li> <li>• 02: 7 Consecutive Days and completed grade 6</li> <li>• 03: 7 Full Days and at least 7 yrs of age and has NOT completed grade 6</li> <li>• 04: 5 Consecutive Days and at least 7 yrs of age and has NOT completed grade 6</li> <li>• 05: 7 Full Days and at least 5 yrs of age and not yet 7 yrs of age and has NOT completed grade 6</li> <li>• 06: 5 Consecutive Days and at least 5 yrs of age and not yet 7 yrs of age and has NOT completed grade 6</li> </ul>
<b>End Date</b>	The date in which the truancy record was closed or resolved.
<b>End Status</b>	Indicates if the record was resolved or closed.
<b>End Comments</b>	Any comments about the end status and/or ending of the record.  And End Date and End Status must be entered in order to save an End Comment value.
<b>Notify Superintendent Date</b>	The date the Superintendent was/will be notified of the truancy.
<b>Notify Superintendent Note</b>	Any notes/comments tied to the Superintendent notification. Limit 144 characters.
<b>Intervention Plan Date</b>	The start date of the student's attendance intervention plan.
<b>Intervention Plan Note</b>	Any notes/comments tied to the student's attendance intervention plan. Limit 144 characters.
<b>Parent Notification Date</b>	The date the student's parents were notified of the truancy.
<b>Parent Notification Note</b>	Any notes/comments tied to the parent notification. Limit 144 characters.
<b>Notify Board Date</b>	The date the Superintendent notified the school board of the truancy.

Field	Description
<b>Notify Board Note</b>	Any notes/comments tied to the school board notification. Limit 144 characters.
<b>Parent Meeting Date</b>	The date a meeting with the student's parents was scheduled.
<b>Parent Meeting Note</b>	Any notes/comments related to the parent meeting. Limit 144 characters.
<b>LE Referral Date</b>	The date notification was sent to local law enforcement.
<b>LE Referral Note</b>	Any notes/comments tied to the notification of local law enforcement. Limit 144 characters.
<b>Additional Intervention Date</b>	The date any additional intervention occurred.
<b>Additional Intervention Note</b>	Any notes/comments tied to the additional intervention. Limit 144 characters.

## Delete a Truancy Record

To delete a truancy record, select the record from within the Truancies window and click the **Delete** button.



The screenshot shows the Infinite Campus interface with the 'Truancy' tab selected. In the top navigation bar, the 'Delete' button is highlighted with a red box. A red arrow points from this button to a confirmation dialog box that appears over the 'Truancies' list. The dialog box contains the text 'infinitecampus.com says' and 'You are about to delete this Truancy, are you sure?'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background shows a list of truancy records for the 2017-2018 school year, with one record selected: '03/07/2018 - 02:7 Consecutive Days and completed grade 6 - South Portland School Department'. Below the list is a 'Truancy Detail' section.

*Delete a Truancy Record*