Truancy (Maine)
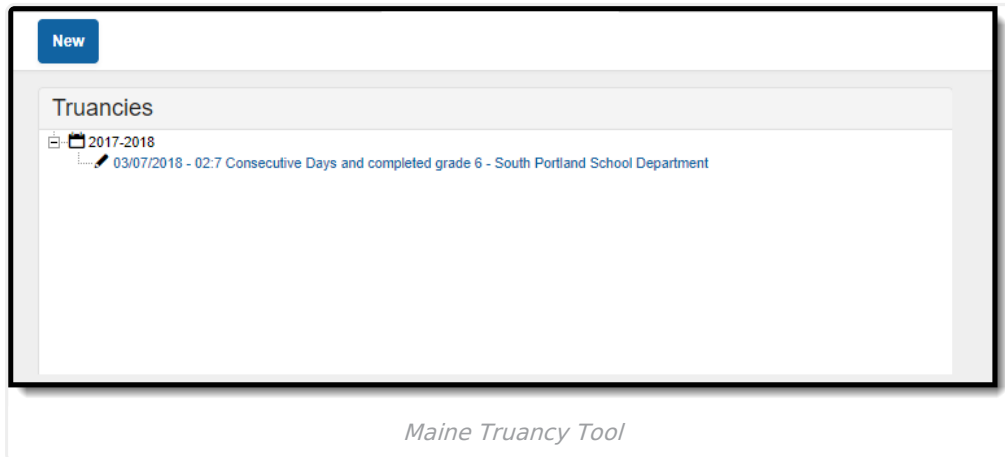
Last Modified on 12/14/2025 8:45 pm CST

Create a New Truancy Record | Delete a Truancy Record

Tool Search: Truancy

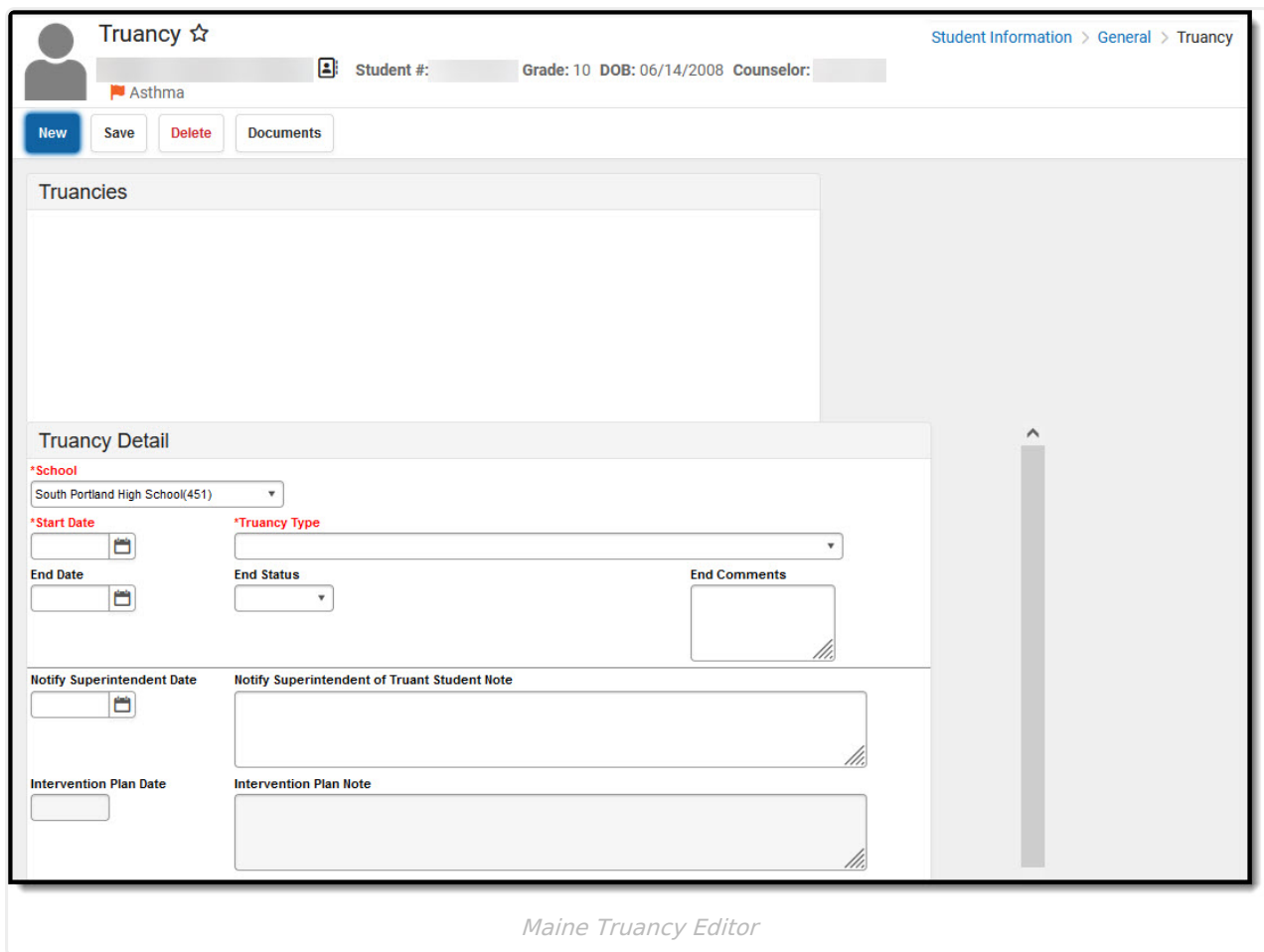The Truancy tool allows you to create and manage truancy records per student within a school.

Maine Truancy Tool

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.

Maine Truancy Editor

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.
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.

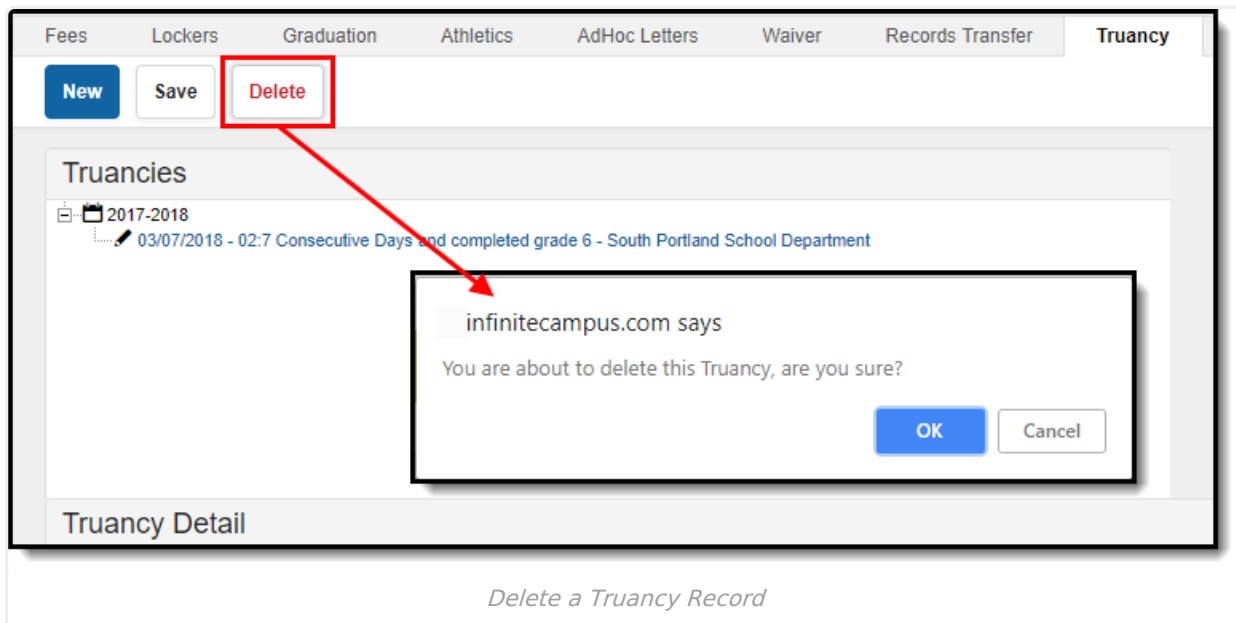6. Once all appropriate data has been entered, select the **Save** icon. The new truancy record

will appear in the Truancies window.

Field	Description
School	The school tied to the truancy record.
Start Date	The start date of the truancy record.
Truancy Type	Indicates the type of truancy being reported. • 01: 10 Full Days and completed grade 6 • 02: 7 Consecutive Days and completed grade 6 • 03: 7 Full Days and at least 7 yrs of age and has NOT completed grade 6 • 04: 5 Consecutive Days and at least 7 yrs of age and has NOT completed grade 6 • 05: 7 Full Days and at least 5 yrs of age and not yet 7 yrs of age and has NOT completed grade 6 • 06: 5 Consecutive Days and at least 5 yrs of age and not yet 7 yrs of age and has NOT completed grade 6
End Date	The date in which the truancy record was closed or resolved.
End Status	Indicates if the record was resolved or closed.
End Comments	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.
Notify Superintendent Date	The date the Superintendent was/will be notified of the truancy.
Notify Superintendent Note	Any notes/comments tied to the Superintendent notification. Limit 144 characters.
Intervention Plan Date	The start date of the student's attendance intervention plan.
Intervention Plan Note	Any notes/comments tied to the student's attendance intervention plan. Limit 144 characters.
Parent Notification Date	The date the student's parents were notified of the truancy.
Parent Notification Note	Any notes/comments tied to the parent notification. Limit 144 characters.
Notify Board Date	The date the Superintendent notified the school board of the truancy.

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

Delete a Truancy Record