

**STEPHENVILLE POLICE DEPARTMENT**  
**TRUANCY REPORT**

FOR POLICE USE ONLY

CASE NUMBER: \_\_\_\_\_

OFFENSE:  FAILURE TO ATTEND SCHOOL E.D. 25.094 CM

PARENT CONTRIBUTING TO NONATTENDANCE E.D. 25.093 CM

DATE REPORT RECEIVED: \_\_\_\_\_

U.C.R. : \_\_\_\_\_

OFFICER'S REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_ MEETS CRITERIA FOR CITATION: YES \_\_\_ NO \_\_\_

SUPERVISOR'S REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_ MEETS CRITERIA FOR FILING: YES \_\_\_ NO \_\_\_

CITATION ISSUED: YES \_\_\_ NO \_\_\_ CITATION NUMBER: \_\_\_\_\_ CASE STATUS: \_\_\_\_\_

OFFICER ASSIGNED: \_\_\_\_\_ ID# \_\_\_\_\_

**THIS REPORT MUST BE COMPLETED BEFORE BEING SUBMITTED TO THE  
STEPHENVILLE POLICE DEPARTMENT**

**(A)**

**SCHOOL INFORMATION**

DATE REPORTED: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

PRINCIPAL'S NAME \_\_\_\_\_ CONTACT PHONE NUMBER: \_\_\_\_\_

**(B)**

**REPORTING PERSON INFORMATION**

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SEX:  MALE  FEMALE RACE: \_\_\_\_\_

DRIVER'S LICENSE # / STATE: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

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**(C)** **NONCOMPLIANT STUDENT INFORMATION**

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SEX:  MALE  FEMALE RACE: \_\_\_\_\_

DRIVER'S LICENSE # / STATE: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

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**(D)** **NONCOMPLIANT PARENT INFORMATION**

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SEX:  MALE  FEMALE RACE: \_\_\_\_\_

DRIVER'S LICENSE # / STATE: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

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**(E)** **NONCOMPLIANT PARENT/GUARDIAN INFORMATION**

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SEX:  MALE  FEMALE RACE: \_\_\_\_\_

DRIVER'S LICENSE # / STATE: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

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**(F)        THIS SECTION TO BE FILLED OUT BY ATTENDANCE OFFICER.**

*PLEASE CHECK "YES" OR "NO" BELOW AND PROVIDE THE REQUIRED INFORMATION IN THE BLANKS.*

1. Is the student required to attend school under Section 25.085 of the Education Code?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
2. Is the student a child who is at least six years of age and who has not yet reached the student's 18th birthday?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
3. Is the student enrolled in an extended-year program for which the student is eligible that is provided by the district for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district under the Education Code?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
4. Is the student enrolled in an accelerated reading instruction program to which the student is assigned under the Education Code?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
5. Is the student enrolled in an accelerated instruction program to which the student is assigned under Section the Education Code?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
6. Is the student enrolled in a basic skills program to which the student is assigned under the Education Code?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
7. Is the student enrolled in a summer program provided under the Education Code?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
8. Is the student enrolled a person who voluntarily enrolls in school or voluntarily attends school after the person's 18th birthday?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
9. Has the student failed to attend school on 10 or more days or parts of days within a six-month period in the same school year?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes then list Dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Has the student failed to attended school on three or more days or parts of days within a four-week period?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes then list Dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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11. Is one or more of the absences excused?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes then list Dates: \_\_\_\_\_

\_\_\_\_\_

12. Has the School Attendance Officer made a home visit?

Yes \_\_\_\_\_ No \_\_\_\_\_

a) If no, has the School Attendance Officer contacted the parent of the student who is in violation of compulsory school attendance requirements?

Yes \_\_\_\_\_ No \_\_\_\_\_

b) How was contact made?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Have the Warnings required under Section 25.095 of the Education Code been given to the parent or guardian of the student?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes then list Dates: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Required Documents**

- \_\_\_\_\_ 1. Current copy of Student's attendance record.
- \_\_\_\_\_ 2. Copies of all correspondence to parent or guardian.
- \_\_\_\_\_ 3. Copies of all notes to include but not limited to: telephone notes, call logs, documentation of home visit.
- \_\_\_\_\_ 4. Copies of any written or verbal warnings given to student.

**(G) CHECK ONE: WILL PROSECUTE \_\_\_\_\_ WILL NOT PROSECUTE \_\_\_\_\_**

<b>I UNDERSTAND THAT MAKING A FALSE REPORT TO A POLICE AGENCY IS A CLASS 'B' MISDEMEANOR, PUNISHABLE BY UP TO 180 DAYS IN THE COUNTY JAIL AND /OR A FINE NOT TO EXCEED \$2,000.00.</b>
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SIGNATURE OF REPORTING PERSON: \_\_\_\_\_

SIGNATURE OF ATTENDANCE OFFICER: \_\_\_\_\_

**PLEASE CALL THE STEPHENVILLE POLICE DEPARTMENT WHEN THIS REPORT IS READY TO BE FILED.**

**This form may be copied or downloaded at [www.stephenvillepolice.org](http://www.stephenvillepolice.org).**

**STEPHENVILLE POLICE DEPARTMENT**  
TRUANCY REPORT

**CAUSE NUMBER:** \_\_\_\_\_

<b>STATE OF TEXAS</b>	§	<b>IN THE MUNICIPAL COURT</b>
<b>VS.</b>	§	<b>CITY OF STEPHENVILLE</b>
_____	§	<b>ERATH COUNTY, TEXAS</b>

**In the Name and by the Authority of the State of Texas:**

Before me, the undersigned authority, personally appeared affiant, known to me to be a credible person, who after being by me duly sworn, upon oath deposes and says affiant has good reason to believe and does believe that \_\_\_\_\_, hereinafter called the Defendant, an individual (age \_\_\_\_ on the above-referenced date), heretofore, on or about the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and before the making and filing of this complaint, in the territorial limits of the City of Stephenville, and the State of Texas, did then and there intentionally and knowingly fail to attend school for:

- ten or more days or part of days within a six-month period in the same school year.
- three or more days or parts of days within a four week period.

without an excuse as provided for by law and said Defendant is required and not exempt to attend school under Section 25.085 of the Texas Education Code.

**Against the peace and dignity of the State.**

\_\_\_\_\_  
**Affiant**

SWORN TO AND SUBSCRIBED before me on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public in and for the State of Texas)

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TRUANCY REPORT

**CAUSE NUMBER:** \_\_\_\_\_

**STATE OF TEXAS** § **IN THE MUNICIPAL COURT**  
**VS.** § **CITY OF STEPHENVILLE**  
\_\_\_\_\_ § **ERATH COUNTY, TEXAS**

**In the Name and by the Authority of the State of Texas:**

I, \_\_\_\_\_, the undersigned affiant, do solemnly swear that I have good reason to believe and do believe that \_\_\_\_\_ (parent/or other person in parental relation), hereinafter called the Defendant, heretofore, on or about the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, and before the making and filing of this complaint, in the territorial limits of the City of Stephenville, and the State of Texas, did then and there with criminal negligence fail to require \_\_\_\_\_ (*name of student*) on the above-referenced date to attend school for \_\_\_\_\_ or more days between the following periods of time: \_\_\_\_\_ and \_\_\_\_\_.

This failure to attend was determined by:

- Reviewing attendance records of the school,
- Interviewing \_\_\_\_\_,
- Other \_\_\_\_\_.

I submitted a written warning to \_\_\_\_\_ (*parent or individual standing in parental relation to \_\_\_\_\_ name of student*) on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. No reason for the foregoing absences was provided to the school by the custodial parent or other person in parental relation to \_\_\_\_\_ (*name of student*); and he/she failed to require \_\_\_\_\_ (*name of student*) to attend school as required by Section 25.085 of the Texas Education Code and permitted the foregoing unexcused voluntary absences from school.

Additional specifics are: \_\_\_\_\_

**Against the peace and dignity of the State.**

\_\_\_\_\_  
**Affiant**

SWORN TO AND SUBSCRIBED before me on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public in and for the State of Texas)