

**GUIDELINE FOR FILING TRUANT CONDUCT CASES**  
**COUNTY ATTORNEY'S OFFICE OF JOHNSON COUNTY**

Include the following documents:

1. A statement from the student's school in compliance with Texas Education Code section 25.0915 (that the school applied truancy prevention measures and the prevention measures failed to meaningfully address the student's school attendance and whether the student is eligible for or receives special education services) (the statement should track the language in the section provided), and describe what truancy measures were taken and how it failed to meaningfully address the student's school attendance;
2. A copy of the written notification pursuant to Texas Education Code section 25.095(a) given to the student's parent at the beginning of the school year concerning absences from school on 10 or more days or parts of days within a six-month period in the same school year;
3. A copy of the written notification pursuant to Texas Education Code section 25.095(b) given to the student's parent if the student has been absent without excuse on three days or parts of days within a four-week period;
4. A copy of the child's birth certificate or documentation providing the child's date of birth;
5. A copy of the letters/notes from parents or doctors provided to the school by the child or child's parent indicating reasons for absences, and a copy of any documentation made by school personnel that the parent made phone calls to the school to report the student's absence;
6. Documentation from the school indicating the dates the child has been absent;
7. A copy of the school's truancy prevention plan;
8. A copy of the school district's policy for excused absences; and
9. Name, email address, and phone number of the person who has personal knowledge of the events leading to the case being filed and who will testify in court should a trial be necessary.

Ensure that the referral is made within ten (10) school days of the student's tenth (10<sup>th</sup>) absence.