MSD: Truancy Citation Appeal and Parent Notification Coordination

A student who receives a truancy citation or unexcused-absence determination may appeal under the local attendance process if that process is made available by the school. The appeal should be filed with the principal in writing within ten (10) days and signed by both the parent and student unless the school or District provides a different legally sufficient format. A local Performance Review Committee may include one administrator, one counselor, and one teacher. The student may be represented by a person of the student's choice and may present relevant evidence. A written decision should be issued within five (5) days after the hearing unless additional review is required by law or District procedure.

This local appeal and review language shall be harmonized with the current USBA compulsory attendance, truancy notice, chronic absenteeism, habitual truancy, and due-process requirements. The more current state-law timeline or procedure controls if a conflict exists.

Source: MSD Policy 6400, approved 2024.