REFERRAL FLOW CHART
REFERRAL PROCESS FOR UNEXCUSED ABSENCES

ATTENDANCE PROBLEMS (Unexcused absences)

1st ACTION @ 2 day Unexcused absence
-> 2 DAY UNEXCUSED PARENTLINK CALL AND SCHOOL CONTACTS PARENT

2nd ACTION @ 5 day Unexcused absence
-> 5 DAY UNEXCUSED PARENTLINK CALL AND SCHOOL CONTACTS PARENT

SCHOOL-BASED INTERVENTIONS
[Parent meeting to discuss/review attendance policy and school procedures; Propose, discuss referrals (SAT or H/MH Team), interventions, inclusive of contract]

ATTENDANCE IMPROVES!!!

3rd ACTION @ 10 day Unexcused absence
-> 10 DAY UNEXCUSED LETTER MAILED AND SCHOOL CONTACTS PARENT

ATTENDANCE IMPROVES!!!

SCHOOL-BASED INTERVENTIONS CONTINUE
[School contacts parent (e.g., call, home visit) inform parent of attendance policy, attendance contract and referral to JPO Intervention process]

4th ACTION @ 10 day Unexcused absence
-> SCHOOL COMPLETES REFERRAL FORM FOR JPO INTERVENTION

SCHOOL SUBMITS REFERRAL FORM TO CASE WORKER LIAISON

CASE WORKER LIAISON REVIEWS REFERRAL FOR COMPLETENESS/ SUBMISSION TO JPO WITH FOLLOW-UP

CASE WORKER LIAISON PROVIDES SCHOOL UPDATES ON STATUS OF REFERRAL

RESOLVED BY JPO
JPO CONDUCTS INVESTIGATION [NMRA 22.12.7 (c)]
REFERRED BACK TO APS
REFERRED TO CYFD
REFERRED TO CHILDREN'S COURT

PRE-REFERRAL SCHOOL-BASED PROBLEM SOLVING