



First Referral

- Letter sent (administrator receives digital copy)
- Youth Outreach staff member begins investigating with individualized approach
- A first referral does not equal this student is automatically on caseload
- If there is no change in attendance behavior in 3-4 weeks, please submit second referral

Second Referral

- Youth Outreach staff member contacts the administrator of school building to arrange an in-person school conference
- Date is established for meeting
- ROE sends a letter inviting parents/guardians to the meeting
- Copies of the notice are emailed to building administrator weekly
- School conference is held and Individual Service Plans (ISP) are completed during the meeting
- At end of school conference, student is officially on caseload
 - Youth Outreach staff member will remain in contact with student and family as needed

Third Referral

- If it is determined that all intervention efforts have failed to this point, a regional conference may be scheduled and held at the ROE at the discretion of the Youth Outreach staff member
- If a regional conference is scheduled, those present include a building administrator, Youth Outreach staff member, family member, student, and a hearing officer (building can bring social worker, etc.)
- ISP and other information is reviewed at this meeting with hearing officer
- Resolution is determined by hearing officer

Final Steps

- If expectations established at regional conference are not met by student/family, a petition may be filed with local courts