

MARICOPA COUNTY
JUVENILE PROBATION

C.U.T.S.
(COURT UNIFIED TRUANCY SUPPRESSION)

AND

C.U.T.S. L.I.T.E.
(LIMITED INTERVENTION TO EDUCATE)

PROGRAMS

TABLE OF CONTENTS

WELCOME TO CUTS	3
ARIZONA REVISED STATUTES	4
<u>CUTS LITE CONFERENCE: CONSIDER FIRST</u>	
WELCOME TO CUTS LITE	7
CUTS LITE PROTOCOL	8
PYRAMID	9
PARENTAL CONTACT INFORMATION SUMMARY	10
ELIGIBILITY CHECK FOR TRUANCY	11
NOTIFICATION OF CUTS LITE CONFERENCE	12
CUTS HEARING SCHEDULE	14
AUTHORIZATION FOR RELEASE OF INFORMATION	15
CONFERENCE SUMMARY	16
POLICE OFFICER CHECKLIST FOR CITING PARENTS	18
<u>CUTS CITATIONS</u>	
CUTS PROTOCOL	20
EXAMPLE LETTER TO INTRODUCE PROGRAM	21
PARENTAL CONTACT INFORMATION SUMMARY	23
EXAMPLE WARNING LETTERS	24
ELIGIBILITY CHECK FOR TRUANCY CITATIONS	26
ARIZONA TRAFFIC TICKET COMPLETION	27
EXAMPLE OF CITATION FOR CUTS	28
CUTS HEARING SCHEDULE	29
NOTIFICATION OF CUTS HEARING LETTER	30
DIRECT CITE TRUANCY CITATIONS (directions)	32
EXAMPLE OF DIRECT CITE CITATION	33
NOTIFICATION OF DIRECT CITE HEARING LETTER	34
EXAMPLE LETTER TO RESCIND CITATION	36

SUPERIOR COURT • JUVENILE PROBATION DEPARTMENT

Maricopa County

DURANGO FACILITY – 3125 West Durango Phoenix, AZ 85009-6292 – (602) 506-4011 – (602) 506-4143 (TTD)
SOUTHEAST FACILITY – 1810 South Lewis Street Mesa, AZ 85210-6234 – (602) 506-2619 – (602) 506-2260 (TTD)

Eric Meaux – Chief Juvenile Probation Officer

WELCOME TO CUTS

Did you know that Truancy is known as a ‘gateway offense’ often leading to further delinquent activity? With this in mind, the Maricopa County Juvenile Probation Department has developed several Truancy Suppression programs for schools to implement on their campuses. These programs have proven to be effective tools in reducing truancy in schools and increasing promotion rates of students.

The **CUTS (Court Unified Truancy Suppression) Direct-Cite Program** provides schools with a protocol, forms and support from the juvenile probation department. The protocol encourages the school to work with students exhibiting truant behavior via letters and conferences. If these attempts prove to be unsuccessful, the school then initiates a DIRECT-CITE Truancy Citation to the student with a hearing scheduled at the Juvenile Court Facility.

The **CUTS LITE (Limited Intervention to Educate) Program** was designed to deal with the younger students to address the issue of truancy with them prior to a citation being issued. This program also provides a protocol, forms and support in addition to a ‘Pre-Citation conference’ attended by the parent, student, school official and a probation officer. The conference provides an opportunity to educate the parent and the student in regards to truancy laws and allows a forum to determine the specific needs of the student. The CUTS LITE conference can be offered to students who are experiencing truancy issues and who are not responding to school’s efforts to curb truant behavior.

The CUTS program has proven that the collaboration between the school, parents, student, and the probation department is effective in reducing truancy and subsequently curbing delinquent activity. The CUTS program is simple to implement and is available to your school **free-of-charge**. Program forms are also available in English and Spanish. To get more information about the programs or to schedule an appointment to introduce the programs to your school or school district, you can contact Mike Bane, CUTS Supervisor, at 602-506-6586 or CUTS Trainer/ JPO Michelelette Younker, at 602-525-2620.

Arizona Revised Statutes

15-803. School attendance; exemptions; definitions

- A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:
1. The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 6, subdivision (c).
 2. The child is accompanied by a parent or a person authorized by a parent.
 3. The child is provided with instruction in a home school.
- B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
- C. As used in this section:
1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
 2. "Truant" means an unexcused absence for at least one class period during the day.
 3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section

15-802. School instruction; exceptions; violations; classification; definitions

- A. Every child between the ages of six and sixteen years shall attend a school and shall be provided instruction in at least the subjects of reading, grammar, mathematics, social studies and science. The person who has custody of the child shall choose a public, private, charter or home school as defined in this section to provide instruction.
- B. The parent or person who has custody shall do the following:
1. If the child will attend a public, private or charter school, enroll the child in and ensure that the child attends a public, private or charter school for the full time school is in session. If a child attends a school which is operated on a year-round basis the child shall regularly attend during school sessions that total not less than one hundred seventy-five school days or two hundred school days, as applicable, or the equivalent as approved by the superintendent of public instruction.
 2. If the child will attend a private school or home school, file an affidavit of intent with the county school superintendent stating that the child is attending a regularly organized private school or is being provided with instruction in a home school. The affidavit of intent shall include:
 - (a) The child's name.
 - (b) The child's date of birth.
 - (c) The current address of the school the child is attending.
 - (d) The names, telephone numbers and addresses of the persons who currently have custody of the child.

3. If the child will attend home school, the child has not reached eight years of age by September 1 of the school year and the person who has custody of the child does not desire to begin home instruction until the child has reached eight years of age, file an affidavit of intent pursuant to subsection B, paragraph 2 stating that the person who has custody of the child does not desire to begin home school instruction.
- C. An affidavit of intent shall be filed within thirty days from the time the child begins to attend a private school or home school and is not required thereafter unless the private school or the home school instruction is terminated and then resumed. The person who has custody of the child shall notify the county school superintendent within thirty days of the termination that the child is no longer being instructed at a private school or a home school. If the private school or home school instruction is resumed, the person who has custody of the child shall file another affidavit of intent with the county school superintendent within thirty days.
- D. A person is excused from the duties prescribed by subsection A or B of this section if any of the following are shown to the satisfaction of the school principal or the school principal's designee:
1. The child is in such physical or mental condition that instruction is inexpedient or impracticable.
 2. The child has completed the high school course of study necessary for completion of grade ten as prescribed by the state board of education.
 3. The child has presented reasons for nonattendance at a public school which are satisfactory to the school principal or the school principal's designee. For purposes of this paragraph, the principal's designee may be the school district governing board.
 4. The child is over fourteen years of age and is, with the consent of the person who has custody of him, employed at some lawful wage earning occupation.
 5. The child is enrolled in a work training, career education, vocational or manual training program which meets the educational standards established and approved by the department of education.
 6. The child was either:
 - (a) Suspended and not directed to participate in an alternative education program.
 - (b) Expelled from a public school as provided in article 3 of this chapter.
 7. The child is enrolled in an education program provided by a state educational or other institution.
- E. Unless otherwise exempted in this section or section 15-803, a parent of a child between six and sixteen years of age or a person who has custody of a child, who does not provide instruction in a home school and who fails to enroll or fails to ensure that the child attends a public, private or charter school pursuant to this section is guilty of a class 3 misdemeanor. A parent who fails to comply with the duty to file an affidavit of intent to provide instruction in a home school is guilty of a petty offense. F. For the purposes of this section:
1. "Home school" means a school conducted primarily by the parent, guardian or other person who has custody of the child or instruction provided in the child's home.
 2. "Private school" means a nonpublic institution, other than the child's home, where academic instruction is provided for at least the same number of days and hours each year as a public school.

CUTS LITE CONFERENCE:

CONSIDER This Program **FIRST!**

**(This is a pre-citation conference or mediation,
good for any age, but best for Elementary,
when the Truancy can be attributed to
“parenting issues”-use before they hit the 18th
absence)**

Note: No Fees/Charge to the Parent at this Point!

SUPERIOR COURT • JUVENILE PROBATION DEPARTMENT
Maricopa County

DURANGO FACILITY – 3125 West Durango Phoenix, AZ 85009-6292 – (602) 506-4011 – (602) 506-4143 (TTD)
SOUTHEAST FACILITY – 1810 South Lewis Street Mesa, AZ 85210-6234 – (602) 506-2619 – (602) 506-2260 (TTD)

Eric Meaux – Chief Juvenile Probation Officer

WELCOME TO CUTS LITE

Thank you for choosing to participate in the CUTS program. CUTS has proven to be very effective in dealing with truancy. Due to the high demand for CUTS and the growing needs of the schools, CUTS LITE (Limited Intervention to Educate) has been developed.

CUTS LITE is a program specifically designed to address the issue of truancy prior to a citation being issued. CUTS LITE is designed for any situation in which the student is missing excessive amounts of school and where the absences can be attributed to parenting issues. Although primarily targeted at the elementary level, the program can be used at the middle or high school level. This is a voluntary conference on the parents' part, attended by parent, student, school official and a probation officer.

The conference will provide an opportunity to educate the parent and the student in regards to the truancy laws. It will also allow a forum to determine the specific needs of the student. The early collaborative efforts between the school, the parents, and the probation department have proven to be an effective tool in addressing the issues of truancy.

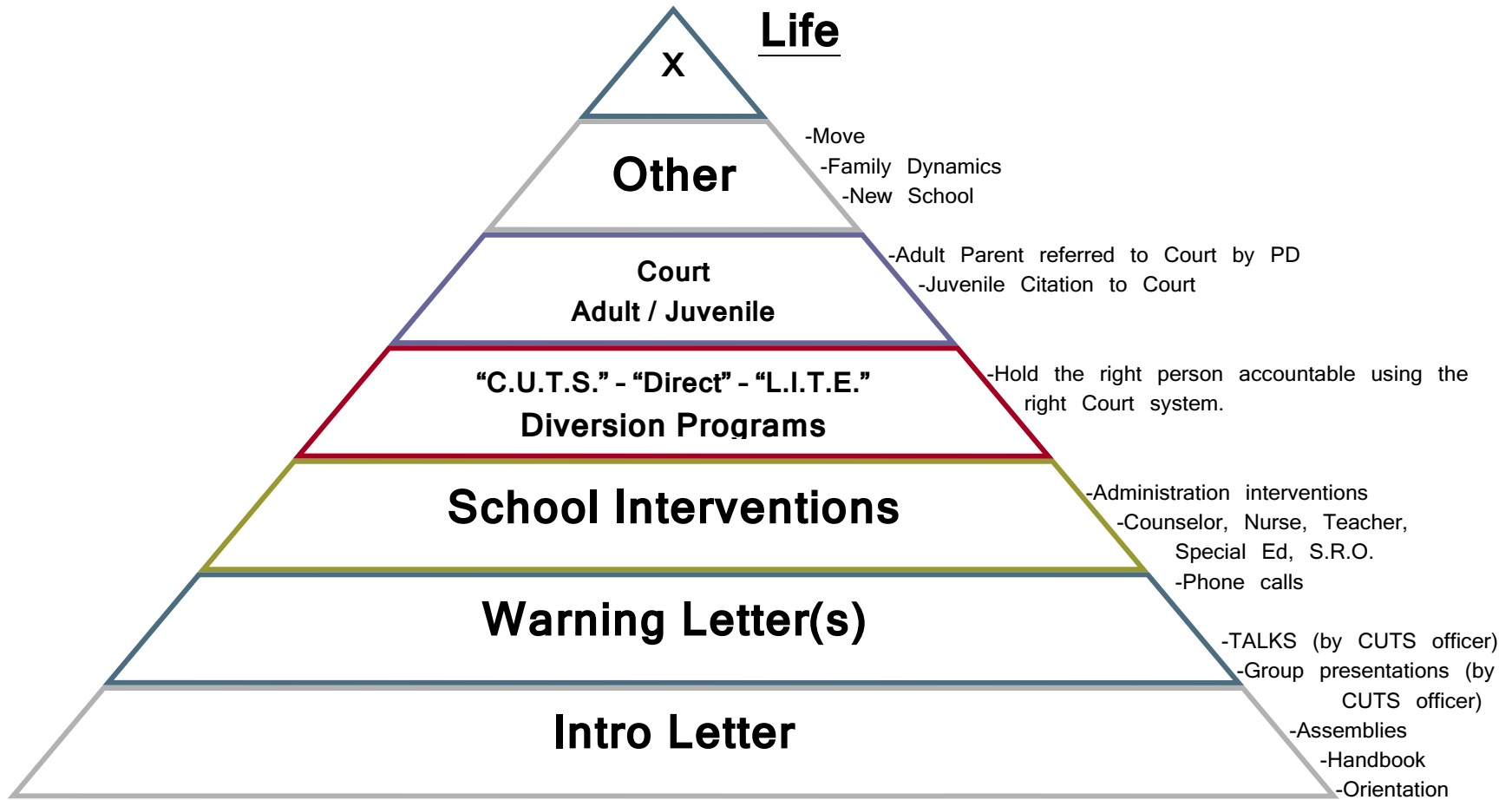
We hope this new approach to truancy intervention will be of value to the schools we work with and help reduce the delinquency problem. As always, the ultimate goal of this program is to help your students be successful by attending school on a daily basis. We look forward to working with you in continuing the success of this program.

The CUTS Team

CUTS LITE PROTOCOL

(Consider This First When Student is in Elementary and the Absences Can Be Attributed to “Parenting” Issues)

1. The parents of students need to be notified that the CUTS program will be implemented at your school (see enclosed **“Introduction Letter”** example).
2. Letters need to be developed to notify parents of absences. (See enclosed **“Warning Letter”** examples)
3. After a specified number of **unexcused** or **excused absences** (as determined by your school/district, a **meeting** with the parents needs to take place with school officials. For elementary schools, this contact needs to be a **face-to-face** meeting. For middle and high schools, this can be a phone conversation in order to resolve the issue.
4. The school reviews their resources and alternatives to assist the child and family in an effort to improve the child's attendance.
5. If attendance does not improve, and efforts have been documented (see enclosed **“Parent Contact Information Summary”** example) by the school to address attendance concerns, then a **CUTS LITE, pre-citation conference** with a CUTS PO can be scheduled.
6. Call the CUTS Supervisor in order to determine if a student is eligible for CUTS LITE (**not on Probation/Parole**). Once a student is determined eligible, the CUTS Supervisor will have the next available CUTS Officer in your area call the school with availability for a conference date and time.
7. The school must notify the parent/guardian in person or by phone of the scheduled conference. **Confirm date and time with the parent.**
8. The school will then, mail a letter to the student's home notifying the parent of the scheduled **CUT LITE pre-citation conference** (see enclosed **“Notification of CUTS LITE Conference”** Letter example).
9. CUTS LITE conferences are to be scheduled for **45 minutes** each. (If you have arranged with the PO to have more than one, email the PO with the schedule, including names, date-of-birth, and grade of the students).
10. The conferences need to take place in a **private** room. The use of a single phone line would be helpful but is not a requirement.
11. A school representative **must be present** for all conferences. This cannot be a school resource officer or a school probation officer. However, they are welcome to attend.
12. The school can utilize its resources as consequences for the truancy, i.e. work hours, tutoring, parenting classes, or school counseling programs.
13. The school needs to keep accurate records and provide pertinent information pertaining to the child's overall status at school.
14. The school needs to provide a **language interpreter** for the parent/child, if necessary.



Trainer and CUTS Officer: Michelette Younker 602-525-2620
Supervisor: Mike Bane 602-506-6586

CUTS Officers: Roger Gumm 602-708-2818
 Mark Sielewicki 602-708-3672
 Scotty Rister 602-506-1347

Parental Contact Information Summary

Student name: _____ **DOB:** _____

Date of Contact: _____ **Type of Contact:** Phone _____ Personal _____

Number of Absences: _____ Unexcused absences _____ Excused absences

Check all that apply:

- 1st Warning letter sent. Date: _____
- 2nd Warning letter sent. Date: _____
- Phone contact made with _____ . Date: _____
- Confirmed the dates and number of absences with parent/guardian.
- Is there anything the school should be aware of that would effect the child's attendance?

Is the child having problems at school?

What solutions or plan of action can be made to resolve the problem?

Explain the potential for a citation to be issued if absences continue.

Record any additional pertinent information:

If a Citation has been issued, record Date of Citation: _____

Method, date and time guardian was notified of Citation:

SCHOOL REPRESENTATIVE: _____

SIGNATURE: _____ DATE: _____

CUTS

ELIGIBILITY CHECK FOR TRUANCY CITATIONS

FAX TO: PH# (_____) _____ (P.O.)

OR Email: _____ (P.O.)

NAME OF SCHOOL: _____

Return Fax or Email: PH# (_____) _____

DIVERSION ELIGIBLE

STUDENT'S NAME

D.O.B.

YES

NO

1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Notification of CUTS LITE Conference

Dear Parent:

RE: _____

Attached is a copy of your child's attendance records. Previous measures have been taken by the school to handle this matter without court intervention. As the issue has not been resolved, you will now be participating in a CUTS L.I.T.E (Limited Intervention to Educate) conference. Although the conference will take place on the school campus, the District Office, or District designated location, this conference will be handled by the Maricopa County Juvenile Probation Department. Please note the date and time of your scheduled conference listed below.

Date/Time_____Location:_____

This **conference** is being made available to you **in lieu of a truancy citation** being written. A parent or legal guardian must be present **with the student** at the time of the CUTS L.I.T.E. conference. Failure to appear may result in you or your child receiving a citation for non-attendance at school.

Should you have any questions about measures taken or attendance issues, you may contact: **SCHOOL CONTACT NAME** at _____.
Phone #

Should you have any questions about the LITE process, you may contact:
_____ at _____.
JPO name Phone #

Thank you for your cooperation.

School Principal

Date

Notificación de la Reunión de CUTS LITE

Estimados padres:

RE: _____

Junta a ésta carta encontrará Usted una copia de las actas de asistencia escolar **de su hijo(a)**. La escuela había hecho arreglos para resolver éste asunto sin la intervención del Tribunal. Como el asunto sigue sin resolverse, Usted debe ahora participar en una reunión de CUTS LITE. (Intervención Limitada Para Educar). Esta junta se llevara acabo en la escuela, el distrito escolar, o un lugar designado por el distrito, esta conferencia sera conducida por las cortes juveniles. Favor de tomar nota de la fecha y la hora de la audiencia escritos a continuación.

Fecha/Hora: _____ Lugar: _____

Uno de los padres o el apoderado legal debe comparecer **con el estudiante** a la reunión de CUTS LITE. Se espera pues que La incomparecía podría resultar en que Usted o su hijo(a) reciban una infracción.

Si usted tiene pregunta sobre los arreglos hechos por la escuela o la asistencia, puede ponerse en contacto con: **_SCHOOL CONTACT NAME_** al _____.
Telefónico

Si usted tiene pregunta sobre el proceso de CUTS LITE, puede ponerse en contacto con:
_____ al _____.
JPO name # Telefónico

Gracia por su cooperación.

School Principal

Date

CUTS HEARING SCHEDULE

NAME OF DISTRICT/HEARING LOCATION _____

HEARINGS/LITES FOR THE DAY OF _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

*****HEARINGS SHOULD BE AT LEAST 45 MINUTES APART*****

_____ **Interpreter Scheduled by School or Coordinator**

_____ **Eligibility Checked with P.O.**

_____ **Counselors Notified**

_____ **Parents Notified**

**CUTS LITE CONFERENCE
AUTHORIZATION FOR RELEASE OF INFORMATION**

I (we) _____
(Parent/Guardian)

Authorize _____
(Name of School)

to release attendance and all other pertinent information relating to my child's current status, i.e. academics, behavior, to the Maricopa County Juvenile Probation Department to conduct a CUTS LITE Conference with the school and probation department. I understand that this information will be used to assist in developing a plan to address the issues of Truancy that my child _____ has been experiencing.
(Name of Child)

I understand that my participation in the CUTS LITE Conference is voluntary and in lieu of my child or I receiving a Citation for Truancy or Failure to Provide Education at this time.

Parent/Guardian Signature Date

**REUNIÓN DE CUTS LITE
AUTORIZACIÓN PARA DIVULGAR INFORMACIÓN**

Nosotros (Yo) _____
(Padre/ Madre/Guardián)

Autorizamos (autorizo) a _____
(Nombre de la Escuela)

a que comparta y divulgue información al Departamento de Probatoria De Menores tocante a la asistencia, comportamiento y rendimiento académico de me hijo(a), para efectuar una Reunión de CUTS LITE con la escuela y con el Departamento de Probatoria. Entiendo que está información se usará para ayudar en el desarrollo de un plan para resolver el asunto de ausentismo escolar de mi hijo(a) _____
(Nombre del Hijo(a))

Entiendo así mismo que no estoy obligado(a) a participar en la reunión de CUTS LITE, y estoy conciente además que ésta oportunidad se le ofrece a mi o a mi hijo(a) en vez de expedírsele una infracción por Ausentismo Escolar o por No Proveer Educación, en este momento.

Firma del Padre/Madre/Apoderado _____ Fecha _____

CUTS LITE CONFERENCE SUMMARY

District _____

School Name: _____ Date: _____

Student's Name: _____ DOB: _____

Parent/Guardian: _____ Phone: _____

School Representative: _____ Position: _____

Probation Officer: _____ Phone: _____

Other: _____

AGREEMENT OF THE PARTIES

We agree to cooperate with the recommendations listed above. We understand that our participation is voluntary, however is being offered to assist the student and parents/guardians in assuring the student attends school on a daily basis. We also understand that if the student continues to be truant from school, the student or parent/guardian may be cited to Court for Truancy or Failure to Provide Education.

Student's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

School Representative: _____ Date: _____

PO Signature: _____ Date: _____

Other: _____ Date: _____

SUMARIO DE CONFERENCIA CUTS LITE

Distrito _____

Nombre de Escuela: _____ Fecha: _____

Nombre de Estudiante: _____ Fecha del Nacimiento: _____

Padre/Guardián: _____ Teléfono: _____

Representante de Escuela: _____ Posición: _____

Oficial de Probatoria: _____ Teléfono: _____

Interprete: _____ Teléfono: _____

EL ACUERDO DE LOS PARTIDOS

Concordamos en cooperar con las recomendaciones listo arriba. Entendemos que nuestra participación es voluntaria, sin embargo es ofrecido ayudar el estudiante y los padres/guardianes a asegurar al estudiante asisten la escuela diariamente. Entendemos también que si el estudiante continúa ser ausente de la escuela, el estudiante o el padre/guardián pueden ser citados al Tribunal para el Ausentismo o el Fracaso para Proporcionar la Educación.

Firma del estudiante: _____ Fecha: _____

Firma de padre/guardián: _____ Fecha: _____

Representante de la Escuela: _____ Fecha: _____

Oficial de Probatoria: _____ Fecha: _____

Otra: _____ Fecha: _____

POLICE OFFICER CHECKLIST FOR CITING PARENTS

(Use Only After You Have Tried to Work with the Parents Through School Interventions, CUTS LITE, or a CUTS Juvenile Citation, Depending on the Age of the Student and Situation)

To be used as a guide for citing parent(s) for failure to ensure that their child attends school on a regular basis, upon request by a School.

1. Items from the School (Evidence):

- a. Attendance record and the name of the clerk who keeps the records.
- b. Key to attendance record codes and/or explanation of codes.
- c. The school/district attendance policies and any information as to whether such policies were reviewed with the truant and/or the truant's parents/guardians.
- d. A report from the truancy officer, or information sheet. The report should include the details of any investigation and the statements of the truant and the truant's parents/guardians. As well as any information regarding home visits or any other contacts with the family.
- e. Copies of letters sent to family.
- f. Any information regarding hearing as to the child and what happened. (i.e. the parent and student failed to appear)
- g. The names and addresses of any witnesses who are available to testify that the truant was absent from school without a valid excuse or due to the parents/guardians' failure to require the truant to attend school.
- h. The schools address and telephone number.
- i. Copy of previous CUTS LITE paperwork or CUTS Juvenile Citation, if applicable.
- j. Copy of student's birth certificate and shot records.

2. DR for criminal Prosecution

- a. The body of the DR should include information specifically regarding home visits made by the school and any info regarding the child being cited to JCC.
- b. The items from the school should be attached to the DR.
- c. Name and phone number of school personnel that should be subpoenaed to testify re school records, if case goes to trial.
- d. Affidavit.

3. Process for Prosecuting Parents

- a. The police should try to cite the parent using an ATTC form.
- b. If the parent(s) cannot be located then the DR may be submitted. If the DR is submitted for prosecution, the body of the DR should include information that police tried to cite and could not locate. A physical description of the parent will be necessary. The school may or may not be able to provide this information.

CUTS/CITATIONS

(Good for older students, Middle and High School, who you know are “ditching”-use after they hit the -5- unexcused/recommend you wait until 7-8, OR use for any student with “excessive excused” absences, over age 11, where school interventions or CUTS LITE have not been effective-use after they hit the 18th day/need to have at least 19 absences on the citation per the County Attorney)

CUTS PROTOCOL

(Writing a “Citation”)

1. The parents of students need to be notified that the CUTS program will be implemented at your school (See enclosed “**Introduction** ” Letter example).
2. Letters need to be developed to notify parents of absences. (See enclosed “**Warning Letter**” examples).
3. After a specified number of **unexcused** or **excused** absences (as determined by your school/district), a **meeting** with the parents needs to take place with school officials. For elementary schools, this contact needs to be a **face-to-face** meeting. For middle and high school students, this can be a **phone** conversation to try and resolve the issue.
4. If the issue cannot be resolved through the meeting/School Interventions, then the student can be **screened** for a **CUTS LITE/pre-citation conference** OR a **CUTS Citation/Hearing** with the CUTS PO.
5. A list of students being considered for CUTS needs to be **faxed or emailed** to the designated Juvenile Probation staff to determine if the student is **eligible** for CUTS (**Not on Probation or Parole**/see enclosed “**Eligibility List**” example).
6. The CUTS School Designee/District Coordinator contacts the CUTS PO in order to prearrange the schedule dates and times, and to make any special arrangements (See enclosed “**Hearing Schedule**” example).
7. If eligible for CUTS, then a citation can be written (see “**Az Traffic Ticket Completion**” example and “**Example Citation**” page), and the student given a **CUTS hearing date and time** (per the school designee/District Office coordinator who keeps the master schedule).
8. The CUTS hearing date must be set **four weeks** from the date the Truancy citation is issued. (CUTS LITE may be sooner depending on scheduling with the CUTS PO).
9. The **original** citation, along with **evidence/attachments**, needs to be sent to Durango or SEF **prior** to the scheduled CUTS hearing for processing. (**If mailing citation, allow a full four weeks**).
10. A **photo copy of the citation** needs to be sent to the parent and an attempted **phone call**, in order to notify the parents of the CUTS hearing date (See enclosed “**Notification of Hearing**” letter example/also **note on the Citation**).
11. The hearings need to take place in a **private** room. The use of a single phone line would be helpful.
12. A **school representative** may be present for all hearings. This cannot be a school Resource Officer or a School Probation Officer, however, they are welcome to attend.
13. The school needs to **keep accurate records** if the school's resources will be used as a consequence for the truancy, i.e. work hours or school counseling programs.
14. The school or District Office needs to provide a **Language Interpreter** for the parent and/or student.

EXAMPLE LETTER TO INTRODUCE THE PROGRAM

Dear Parent/Guardian,

_____, 201_

School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.E, 15-803.) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, **Name of School** has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is **“habitually truant”** if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have “excessive absences” **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **19** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. **The hearing will be held at the Juvenile Court Center.** A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in suspension of your child’s driver’s license, or inability to get a driver’s license until their 18th birthday and/or formal court proceedings. It is the parent’s/guardian’s responsibility to ensure their child’s attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that **Name of School** is working with the community to ensure a quality education for all students. Please note that the school also reserves the right to have a CUTS Officer speak at Orientations and Assemblies, as well as to individual groups of students regarding the importance of school. If you have any questions or concerns, please feel free to contact **Name of School** at **555-0000**.

Thank you for your support regarding this program.

Principal’s Name
Principal

EXAMPLE LETTER TO INTRODUCE THE PROGRAM

Estimado padre o Apoderado Legal: _____, 201_

El asistir a la escuela es más que un buen hábito, la ley estatal lo requiere. La ley del Estado de Arizona (15-802.E, 15-803.) ordena que los padres o Apoderados Legales de un menor de entre seis y dieciséis años de edad se aseguren que el menor asista a la escuela por la duración completa del día hábil escolar, a menos que el menor no pueda asistir debido a enfermedad o por cualquier otra razón legítima.

Para animar y mejorar la asistencia escolar, **Name of School** y el Tribunal de Menores del Condado Maricopa han creado un plan en contra del ausentismo escolar. Este plan en contra del ausentismo escolar tiene por nombre “Plan Conjunto Contra el Ausentismo Escolar (o C.U.T.S, en Inglés)”. Estaremos siguiendo muy de cerca la asistencia escolar. Se espera que su hijo(a) asista a la escuela diariamente, a menos que exista una razón válida para faltar. El no asistir a una clase al día se considera como una ausencia. Una ausencia sin justificativo cuenta como un día de Ausentismo Escolar tal como lo define la ley. A un estudiante se le considera Ausente Crónico cuando el estudiante ya lleva cinco o más ausencias escolares sin justificativo. Un estudiante que falla más del diez por ciento (18 días) del número requerido de días escolares anuales se le considera que tiene “Exceso de Ausencias”, ya sea que las ausencias tengan justificativo o no.

Cuando un estudiante tiene cinco o más ausencias injustificadas, o 19 o más ausencias con o sin justificativo, al estudiante se le puede levantar una infracción del programa CUTS por medio del Tribunal de Menores. La audiencia tomaría lugar en se llevara a cabo el Tribunal De Menores. Uno de los padres o el Apoderado(a) debe comparecer en la audiencia, junto con el menor de edad. En la audiencia se le podrían imponer las siguientes consecuencias: que los padres y el menor de edad asistan a una clase educativa (los sábados), trabajo comunitario para el menor de edad, consejera, etc. A los padres se les cobra una cuota de \$50 por el programa. El no cumplir con las consecuencias puede causar que se le suspenda la licencia de conducir de su hijo(a), o se le rehuse a su hijo(a) la licencia hasta que cumpla 18 años y/o resultar en procesos judiciales formales. Es la responsabilidad de los padres o Apoderados Legales el asegurarse que sus hijos asistan a un centro educativo aprobado. Si Ustedes no toman los pasos necesarios para proveer a su hijo la educación apropiada, Ustedes podrían recibir una infracción. Si se les falla culpable, es un delito menor clase 3, el cual puede causar castigos como cárcel y/o una multa.

La educación de su hijo(a) es muy importante para nosotros. Este programa es una de las maneras como **Name of School** está trabajando con la comunidad para promover una buena educación para todo estudiante. Además, deseamos informarle que la escuela se reserva el derecho a que un agente del programa CUTS les dirija la palabra a los alumnos durante Orientaciones y Asambleas, así como a grupos particulares de alumnos, con respecto a la importancia de ir a la escuela. Si tiene usted alguna pregunta, no dude llamar **Name of School** al **555-0000**.

Gracias por su apoyo al programa

Principal's Name
Director

Parental Contact Information Summary

Student name: _____ **DOB:** _____

Date of Contact: _____ **Type of Contact:** Phone _____ Personal _____

Number of Absences: _____ Unexcused absences _____ Excused absences

Check all that apply:

- 1st Warning letter sent. Date: _____
- 2nd Warning letter sent. Date: _____
- Phone contact made with _____ . Date: _____
- Confirmed the dates and number of absences with parent/guardian.
- Is there anything the school should be aware of that would effect the child's attendance?

Is the child having problems at school?

What solutions or plan of action can be made to resolve the problem?

Explain the potential for a citation to be issued if absences continue.

Record any additional pertinent information:

If a Citation has been issued, record Date of Citation: _____

Method, date and time guardian was notified of Citation:

SCHOOL REPRESENTATIVE: _____

SIGNATURE: _____ DATE: _____

EXAMPLE WARNING LETTER

Date: _____

To the Parents of: _____

School records indicate that your child, _____ has been absent _____ days. We are concerned about these absences and want to work with you and your child.

Arizona's truancy law has been amended to provide two circumstances when a student can be cited for failing to attend school.

1. A student is "**habitually truant**" if he/she has **five** or more unexcused absences from school.
2. A student has "**excessive absences**" when the student misses more than ten percent (18 days) of the required number of school days per year whether the absence is excused or unexcused.

Arizona State law requires that parents ensure that their children between the ages of six and sixteen attend school. On the **fifth** unverified absence or **19** total verified/unverified absences, **regardless of the reason** you and/or your child could be issued a citation for a violation of an Arizona Revised Statute A.R.S. 15-802 or 15-803. The citation would require that both you and your child appear in court regarding this matter.

Prosecution of you and/or your child may result in any of the following consequences: attendance in an educational class, community work hours, counseling, etc. The parent will also be assessed a \$50 Diversion fee. If you, as a parent, receive a citation and are convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

As your child's attendance is critical to his/her success, you must contact **Name of School** at **555-0000** immediately to address this matter.

Please join me in working together to improve your child's attendance.

Sincerely,

Principal's Name

Principal

Number of Excused Absences _____

Number of Unexcused Absences _____

EXAMPLE WARNING LETTER

Fecha: _____

Para los padres de: _____

Las actas escolares indican que su hijo(a), _____ ha estado ausente por _____ día(s). Nos preocupan esas ausencias y queremos ver cómo podemos ayudarle a usted(es) y a su hijo(a).

La ley de Arizona contra el Ausentismo Escolar ha sido modificada para permitir que, bajo dos circunstancias, un menor de edad sea infraccionado por no asistir a la escuela.

1. Un estudiante con más de **cinco** ausencias escolares injustificadas se le considera “**Ausente Crónico**”.
2. Un estudiante que falla más del diez por ciento (18 días) del número requerido de días escolares anuales se le considera que tiene “**Exceso de Ausencias**”, ya sea que las ausencias tengan justificativo o no.

La ley del Estado de Arizona requiere que los padres se aseguren que sus niños de seis a dieciséis años de edad asistan a la escuela. Con la **quinta** ausencia injustificada, o con un total de **19** ausencias con o sin justificativo, **sin importar el motivo**, a usted y a su hijo(a) se le puede levantar una infracción del Estatuto Modificado de Arizona A.R.S. 15-802 o 15-803. La infracción requeriría que usted y su hijo(a) comparezcan ante el tribunal en relación a éste asunto.

Al ser enjuiciado, usted y su hijo(a) se exponen a cualquiera de las siguientes consecuencias: asistir a un programa educativo, servicio sin paga a la comunidad, consejera, etc. También se les cobra a los padres la cuota de \$50 por el programa. Si a usted como padre se le expide una infracción y se le falla culpable, es un delito menor clase 3, y el castigo podría incluir cárcel y/o una multa.

Debido a que la asistencia de su hijo es muy importante para que tenga éxito, Usted debe ponerse en contacto con **Name of the School** al **555-0000** inmediatamente para resolver este asunto.

Trabajemos juntos para mejorar la asistencia de su hijo(a).

Sinceramente,

Name of Principal
Director

Número de Ausencias Justificadas _____
Número de Ausencias Injustificadas _____

TR:DA-OCI

CUTS

ELIGIBILITY CHECK FOR TRUANCY CITATIONS

FAX TO: PH#(_____) (P.O.)

OR Email: _____ (P.O.)

NAME OF SCHOOL: _____

Return Fax or Email: PH#(_____) _____

DIVERSION ELIGIBLE

STUDENT'S NAME

D.O.B.

YES

NO

16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

Arizona Traffic Ticket Completion

When filling out the Arizona Traffic Ticket for Truancy it must be filled out completely and correctly. Attached is an example of how the ticket should be filled out.

1. Complaint number is already stamped on ticket.
2. When available enter the student's social security number.
3. Attachment/evidence should be listed and a yes indicated. If no attachments, check NO!
4. **Students full name including middle name.**
5. **Address where student lives.**
6. **List the city where student resides.**
7. **Also include Zip code.**
8. **Home phone number including area code.**
9. Sex, (M) male, (F) female.
10. Weight.
11. Height.
12. Color of Eyes.
13. Color of Hair.
14. Origin (Caucasian, Hispanic, Native American etc.).
15. **Date of Birth.**
16. Restrictions, i.e. glasses/disabled.
17. **Full name of parents or legal guardians.**
18. **Relationship, parents, guardian, Ward of the Court etc.**
19. **Parent or Guardian's address.**
20. **List the city where parents reside.**
21. **Zip code.**
22. **Phone number including area code.**
23. **School attending.**
24. **School district.**
25. **Student's grade.**
26. Section ARS 15-803, (Arizona Revised Statute).
27. Violation, **Truancy.**
28. **Date of Violation** (Date writing citation).
29. **Location to appear for the Truancy Citation Hearing.**
30. **Date to appear (Four weeks out, non-holiday)**
31. **Time to appear.**
32. **Student's signature of receipt of Truancy Citation.** A signature is not an admission of guilt! (Student MUST be present to cite)
33. **How parents were notified of Truancy Hearing.**
34. **Signature of official issuing Truancy Citation.**
35. **Listing of each date of absence.** Must show **unexcused** and **excused** absences under comments section.

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
MARICOPA COUNTY, JUVENILE DIVISION
ARIZONA TRAFFIC TICKET AND COMPLAINT**

COMPLAINT 1) 095864		SOCIAL SECURITY NUMBER 2)		DOCUMENTATION ATTACHMENT NO YES -#	
DRIVER'S LICENSE NUMBER		STATE		CLASS	
DEFENDANT 4) NAME (first, middle, last) Joe, Ace, Case					
RESIDENTIAL ADDRESS 5) 301 N Buckeye, Apt 1C.		CITY, STATE 6) Tolleson, AZ		ZIP 7) 85353	PHONE 8) 623-56-0000
SEX 9)	WEIGHT 10)	HEIGHT 11)	EYES 12)	HAIR 13)	ORIGIN 14)
NAME OF PARENT / GUARDIAN 17) Justin & Paula Case			RELATIONSHIP 18) Parents		
PARENT / GUARDIAN ADDRESS 19) SAA		CITY, STATE 20) SAA		ZIP 21) SAA	PHONE 22) SAA
SCHOOL 23) Hurley		DISTRICT 24) Union		GRADE 25) 7th	
The defendant committed the following:					
1	SECTION 26) 15-803	ARS	VIOLATION 27) Truancy	ON 28) 10 01 10	MONTH DAY YEAR
	DOCKET NUMBER	DISP. CODES	DATE OF DISP.	SANCTION	
2	SECTION	ARS	VIOLATION	ON	MONTH DAY YEAR
	DOCKET NUMBER	DISP. CODES	DATE OF DISP.	SANCTION	
3	SECTION	ARS	VIOLATION	ON	MONTH DAY YEAR
	DOCKET NUMBER	DISP. CODES	DATE OF DISP.	SANCTION	
YOU MUST APPEAR AT THE LOCATION BELOW AT THE DATE AND TIME INDICATED:				DATE 30) *	TIME 31) *
29) Location: School Location City (1c) Union District.				10/06/11	9am (AM/PM)
Address: location actual address 3834 S. 91 Ave				COURT NUMBER * (Time & Date set by JPO & School)	
City: _____, AZ Court Room Tolleson, AZ 85353					
32) <input checked="" type="checkbox"/> Without admitting responsibility, I promise to appear as directed herein, and acknowledge receipt of this complaint. <input checked="" type="checkbox"/> I acknowledge I am to bring one parent to court with me. X Student Signature					
33) • I certify upon reasonable grounds, I believe the person named above committed the acts described and I have served a copy of the complaint upon the defendant. • The Parent / Guardian was notified in the following manner Letter 10/1/10 Phone 10/1/10					
34) Date: 10/1/10 Position Vice Principal X W. Sch					
COMMENTS: 35) excused: 8/28/10, 9/5/10, 9/8/10, 9/9/10, 9/10/10, 9/15/10, 9/16/10, 9/24/10, 9/27/10, 9/28/10, 9/30/10 unexcused: 8/15/10, 8/20/10, 9/1/10, 9/12/10, 9/17/10, 9/20/10, 9/21/10, 9/22/10, 9/23/10					

2700-1000 (1/98)

ORIGINAL COMPLAINT

CUTS HEARING SCHEDULE

NAME OF DISTRICT/HEARING LOCATION _____

HEARINGS/LITES FOR THE DAY OF _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

NAME _____ D.O.B. _____ TIME _____

SCHOOL _____

*****HEARINGS SHOULD BE AT LEAST 45 MINUTES APART*****

_____ Interpreter Scheduled by School or Coordinator

_____ Eligibility Checked with P.O.

_____ Counselors Notified

_____ Parents Notified

SUPERIOR COURT • JUVENILE PROBATION DEPARTMENT
Maricopa County

DURANGO FACILITY – 3131 West Durango Phoenix, AZ 85009-6292 – (602) 506-4011 – (602) 506-4143 (TTD)
SOUTHEAST FACILITY – 1810 South Lewis Street Mesa, AZ 85210-6234 – (602) 506-2619 – (602) 506-2260 (TTD)

Eric Meaux – Chief Juvenile Probation Officer

Notification of Hearing

Dear Parent,

Attached is a copy of a citation your child has received for truancy. Measures have been taken to handle this matter without court intervention. As the issue has not been resolved, you will now be participating in a CUTS Hearing. Although the hearing will take place on the school campus, at the District Office, or District designated location, this citation is under the jurisdiction of the Juvenile Court. Please note the date and time of your scheduled hearing located at the lower portion of the citation. **A parent or legal guardian must be present with the student at the time of the CUTS Hearing.** It is expected that you arrive 15 minutes prior to your appointment time to complete the necessary paperwork. Failure to appear may result in the suspension of your child’s driver’s license, or inability to get a driver’s license until their 18th birthday, and/or formal court proceedings.

Information to Bring, if you have them:

- SOCIAL SECURITY NUMBERS
- GROSS MONTHLY SALARY
- INSURANCE INFORMATION
 - * Company Name
 - * Group Number
 - * ID Numbers
- AHCCCS INFORMATION
 - * AHCCCS number for juvenile
 - * Health Plan Name
 - * Magellan Provider
 - * Case Manager Name & Phone Number

Should you have any questions, you may contact _____ at **602-**_____.
CUTS PO Phone #

Thank you for your cooperation.

JPO

SUPERIOR COURT • JUVENILE PROBATION DEPARTMENT
Maricopa County

DURANGO FACILITY – 3131 West Durango Phoenix, AZ 85009-6292 – (602) 506-4011 – (602) 506-4143 (TTD)
SOUTHEAST FACILITY – 1810 South Lewis Street Mesa, AZ 85210-6234 – (602) 506-2619 – (602) 506-2260 (TTD)

Eric Meaux – Chief Juvenile Probation Officer

NOTIFICATION OF HEARING

Estimado Padres:

Junto a esta carta encontrará usted una copia de la infracción que su hijo(a) ha recibido por Ausentismo Escolar. Habíamos tomado medidas para resolver éste asunto sin necesitar que la intervención del tribunal. Como el asunto sigue sin resolverse, usted debe participar en una audiencia CUTS. Aunque la audiencia tomará lugar en los predios de la escuela, ésta infracción se encuentra bajo la jurisdicción del Tribunal de Menores. Favor de tomar nota de la fecha y la hora de la audiencia escritos al margen inferior de la infracción. **Uno de los padres o el apoderado legal debe comparecer con el estudiante a la audiencia CUTS.** Se espera que usted llegue 15 minutos antes de la hora de la cita para completar el papeleo necesario. La incomparecencia podría causar que se le suspenda la licencia de conducir de su hijo(a), o se le rehusé a su hijo(a) la licencia de conducir hasta que cumpla 18 años, y/o resultar en procesos judiciales formales.

Información para Traer, si la tiene:

- NUMEROS DE SEGURO SOCIAL
- TOTAL DE SUELDO MENSUAL
- INFORMACION DE SEGURO DE SALUD
 - Compañía de Seguro
 - Numero de Grupo
 - Números de Identificación
- INFORMACION DE AHCCCS
 - Numero de AHCCCS del joven
 - Nombre de Plan de salud
 - Proveedor de Magellan
 - Nombre y Numero de Teléfono del Administrador de Caso

Si tienen usted alguna pregunta, puede ponerse en contacto con

_____ al _____
Agente de Probatoria de CUTS # Telefónico

Gracias por su cooperación.

JPO

Direct Truancy Citations

Any student that is on probation, has been on probation or has had a formal petition filed in court is not eligible for the CUTS Program. Those students who are not eligible for CUTS can be directly cited to the juvenile court center. The following is the procedure for doing so.

1. A standard Arizona Traffic Ticket and Complaint for truancy will be filled out under ARS15-803 for students.
2. The address where the **student must appear** is at one of the following:

East of Central Ave.
Maricopa County Juvenile Court
Southeast Facility,
1810 South Lewis
Mesa, AZ 85210

West of Central Ave.
Maricopa County Juvenile Court
Durango Facility
3125 West Durango
Phoenix, AZ 85009

*Students and parents must check in at the reception desk.
Students and parents will meet with a JPO.*

3. The day the student must be cited at **Southeast Facility Juvenile Court** is on any **Wednesday at 8:30am, 10:30am or 1:30pm** and at **Durango Facility Juvenile Court** any **Tuesday or Wednesday at 8:30am 10:30am or 1:30pm**. The day to appear should be **at least four weeks out (non-holiday)** from the date of the juvenile signing the citation.
4. The “Defendant” copy of the truancy citation must be given to the student.
5. The following evidence should be attached by staple to the **original** truancy citation.
 - a. A printout of the attendance record with key code.
 - b. Any documentation mailed to the parents notifying them of the truancy issue (eg. Warning Letters).
 - c. Any other documentation that would support and verify the student’s absences including documentation of phone conversations and conferences (Parent Contact Information Summary).
6. The **original** citation and attachments must then be **mailed to the Juvenile Court** at:

East of Central Ave
Maricopa County Juvenile Court
ATTN: J.O.I.I.
Southeast Facility
1810 South Lewis
Mesa, AZ 85210

West of Central Ave
Maricopa County Juvenile Court
ATTN: J.O.I.I.
Durango Facility
3131 West Durango
Phoenix, AZ 85009

7. To have a packet of blank citations (set of 25) sent to your school, contact the Maricopa County Juvenile Probation Department-Early Intervention Division at **602-506-4428**.

* Any questions regarding the above should be directed to Michelelette Younker at 602-525-2620.

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
MARICOPA COUNTY, JUVENILE DIVISION
ARIZONA TRAFFIC TICKET AND COMPLAINT**

COMPLAINT 1) 095865		SOCIAL SECURITY NUMBER 2)		DOCUMENTATION ATTACHMENT NO YES -#	
DRIVER'S LICENSE NUMBER		STATE		CLASS 3)	
DEFENDANT 4) NAME (first, middle, last) Joe, Ace, Case					
RESIDENTIAL ADDRESS 5) 301 S 4th Street, Apt 1C			CITY, STATE 6) Phoenix, AZ		PHONE 8) 602-506-0000
SEX 9)	WEIGHT 10)	HEIGHT 11)	EYES 12)	HAIR 13)	ORIGIN 14)
NAME OF PARENT / GUARDIAN 17) Justin & Paula Case			RELATIONSHIP 18) Parents		
PARENT / GUARDIAN ADDRESS 19) SAA		CITY, STATE 20) SAA		ZIP 21) SAA	PHONE 22) SAA
SCHOOL 23) Camelback H.S.		DISTRICT 24) PHHS		GRADE 25) 9th	
The defendant committed the following:					
1	SECTION 26) 15-803	ARS	VIOLATION 27) Truancy		ON 28) 10 01 10
	DOCKET NUMBER	DISP. CODES	DATE OF DISP.		SANCTION
2	SECTION	ARS	VIOLATION		ON MONTH DAY YEAR
	DOCKET NUMBER	DISP. CODES	DATE OF DISP.		SANCTION
3	SECTION	ARS	VIOLATION		ON MONTH DAY YEAR
	DOCKET NUMBER	DISP. CODES	DATE OF DISP.		SANCTION
YOU MUST APPEAR AT THE LOCATION BELOW AT THE DATE AND TIME INDICATED:					DATE 30)
29) Location: Juvenile Court (SEE) / Juvenile Court (Durango)					TIME 31) 8:30 <input type="radio"/> AM <input type="radio"/> PM
Address: 1810 S. Lewis St. / 3125 W Durango					COURT NUMBER
City: Mesa AZ 85210 / Phoenix AZ 85009					
32) <input checked="" type="checkbox"/> Without admitting responsibility, I promise to appear as directed herein, and acknowledge receipt of this complaint. <input checked="" type="checkbox"/> I acknowledge I am to bring one parent to court with me.					
X Student Signature					
33) I certify upon reasonable grounds, I believe the person named above committed the acts described and I have served a copy of the complaint upon the defendant. • The Parent / Guardian was notified in the following manner Letter 10/1/10, Phone 10/1/10					
34) Date: 10/1/10 Position Assist. Principal X					
COMMENTS: 35) Excused: 8/28/10, 9/5/10, 9/8/10, 9/9/10, 9/16/10, 9/15/10, 9/16/10, 9/24/10, 9/27/10, 9/28/10, 9/30/10 Unexcused: 8/15/10, 8/20/10, 9/1/10, 9/12/10, 9/17/10, 9/20/10, 9/21/10, 9/22/10, 9/23/10					

SUPERIOR COURT • JUVENILE PROBATION DEPARTMENT
Maricopa County

DURANGO FACILITY – 3131 West Durango Phoenix, AZ 85009-6292 – (602) 506-4011 – (602) 506-4143 (TTD)
SOUTHEAST FACILITY – 1810 South Lewis Street Mesa, AZ 85210-6234 – (602) 506-2619 – (602) 506-2260 (TTD)

Eric Meaux – Chief Juvenile Probation Officer

Notification of Hearing

Dear Parent,

Attached is a copy of a citation your child has received for truancy. Measures have been taken to handle this matter without court intervention. As the issue has not been resolved, you will now be participating in a DIRECT-CITE Hearing. This hearing will take place at the Juvenile Court facility. Please note the date and time of your scheduled hearing located at the lower portion of the citation. A parent or legal guardian must be present **with the student** at the time of the hearing. It is expected that you arrive 15 minutes prior to your appointment time to complete the necessary paperwork. Failure to appear may result in your child's inability to obtain their driver's license and/or formal court proceedings.

Information to Bring, if you have them:

- SOCIAL SECURITY NUMBERS
- GROSS MONTHLY SALARY
- INSURANCE INFORMATION
 - * Company Name
 - * Group Number
 - * ID Numbers
- AHCCCS INFORMATION
 - * AHCCCS number for juvenile
 - * Health Plan Name
 - * Magellan Provider
 - * Case Manager Name & Phone Number

Should you have any questions, you may contact the Maricopa County Juvenile Court at 602-506-4011.

Thank you for your cooperation.

SUPERIOR COURT • JUVENILE PROBATION DEPARTMENT

Maricopa County

DURANGO FACILITY – 3131 West Durango Phoenix, AZ 85009-6292 – (602) 506-4011 – (602) 506-4143 (TTD)
SOUTHEAST FACILITY – 1810 South Lewis Street Mesa, AZ 85210-6234 – (602) 506-2619 – (602) 506-2260 (TTD)

Eric Meaux– Chief Juvenile Probation Officer

Notificación de la Audiencia

Estimado padre:

Adjunto encontrará usted una copia de la infracción que se ha levantado en **contra de su hijo(a)** por ausentismo escolar. Habíamos tomado medidas para resolver éste asunto sin la intervención del Tribunal. Como éste asunto sigue aún sin resolverse, ahora usted debe comparecer a una audiencia DIRECT-CITE. Estas audiencias se celebran en el Tribunal de Menores. Por favor asegúrese de la fecha y la hora de su audiencia, la cual aparece al margen inferior de la infracción. Uno de los padres o el Apoderado(a) Legal debe comparecer en la audiencia, junto **con el menor de edad**. Usted debe arribar al menos 15 minutos antes de la cita para tramitar el papeleo necesario. La incomparecencia puede causar que se le rehuse a su hijo la licencia de conducir y/o enjuiciamiento formal.

Información para Traer, si la tiene:

- NUMEROS DE SEGURO SOCIAL
- TOTAL DE SUELDO MENSUAL
- INFORMACION DE SEGURO DE SALUD
 - Compañía de Seguro
 - Numero de Grupo
 - Números de Identificación
- INFORMACION DE AHCCCS
 - Numero de AHCCCS del joven
 - Nombre de Plan de salud
 - Proveedor de Magellan
 - Nombre y Numero de Teléfono del Administrador de Caso

Si usted tiene alguna pregunta llame al Tribunal de Menores al 602-506-4011.

Se le agradece su cooperación.

Example Letter to Rescind Citation
(Must be on School/District Letterhead)
-Mail to Durango or SEF, “Attn: J.O.I.P”

To Whom It May Concern:

In the matter of Joe Case, DOB 12-25-90, a citation was written on date of citation, complaint number, regarding the issue of Truancy. It has come to my attention that there was an error in the records. Name of school does not wish to pursue this citation.

Sincerely,

Principal’s Name
Principal