



**STUDENT SUPPORT SERVICES
Child Welfare and Attendance
1144 E. Channel St. Room 104
Stockton, Ca. 95205
(209) 933-7020 Fax (209) 467-0732**

Inactivations/Do NOT Drop Students Until entire process is complete:

When a student has been absent for ten consecutive days with no communication from the parent or guardian, the school site and Child Welfare and Attendance will conduct an investigation into the student's whereabouts. Do NOT automatically drop students!!

1. The school site is to contact the parent/guardian and emergency contacts at all listed telephone numbers and document all attempted contacts. Documentation from the school site should be from more than one day, showing you have tried to make contact with the parent over the course of the 10 days- and by calling all numbers on synergy.
2. Once this process is completed, the school site will forward the information to the CWA social case manager assigned to that site.
3. Social case manager will email assigned truancy outreach specialist and cc CWA admin and school secretary requesting the inactivation
4. TOS will conduct a separate investigation into the student's whereabouts.
5. Schools will be notified 3-5 school days regarding the status from date TOS receives the request.
6. CWA administrator will approve for inactivation through email, once the investigation is complete and they are truly an inactivation
7. ONLY after this process is complete will the school site be authorized to inactivate the student. Note that when inactivating, the record of absences is deleted back to the last full day of attendance, which is also the leave date.