



On behalf of the Juvenile Justice Policy and Oversight Committee (JJPOC) Diversion Workgroup/Truancy Subgroup

To: All Youth Service Bureau Directors
From: Erica Bromley, Chair, Diversion Work Group
Date: September 27, 2019
Re: Truancy Referral for Community Based Services: A Guide for Parents/Guardians

Attached you will find the finalized parent guide entitled: "Truancy Referral for Community Based Services: A Guide for Parents/Guardians".

This guide was created by the Truancy subgroup of the Diversion Work Group as a way to help parents understand:

- The importance of school attendance for their children;
- Their legal responsibilities for school attendance;
- The school's role in supporting the family;
- The referral process for community-based services; and
- What services they could receive from a Youth Service Bureau (YSB) after a truancy referral.

The Truancy subgroup worked diligently over the last year to create a simple, yet informative guide to begin to support the education of the truancy referral process for parents/guardians. ***The Truancy subgroup is asking YSBs to:**

- Distribute this Guide to their school contacts so they can hand out to parents/guardians;
- Distribute them to the parents/guardians the YSB works with;
- Forward them to all of their partners locally and regionally (with a focus on partner agencies that serve families) for distribution to the families they work with; and
- Distribute to local police departments.

The more widespread the distribution, the more likely we are as a system to get them into the hands of the families we serve and create a better understanding of the importance of school attendance and the larger truancy process. Please also use the release of this guide as an opportunity to re-engage with your schools regarding Truancy and the support you, as a YSB, can provide.

***INSTRUCTION FOR INTERNAL USE/DISTRIBUTION TO LOCAL ENTITIES:**

1. Prior to printing or distributing, please review the back of the guide where CYSA is listed under "Contact Information". **Each YSB should replace this with their individual contact information** so families in your area know who to contact.

The Connecticut Youth Services Association leads, strengthens and supports a unified network of Youth Service Bureaus dedicating to promoting the well-being of Connecticut's children, youth and families.



2. After personalizing the brochure with your own information, each YSB should forward this brochure on to its partners, as well as print copies for distribution. The Guide needs to be printed as a two-sided document so it can be folded into a tri-fold brochure.

***INSTRUCTIONS FOR DISTRIBUTION OUTSIDE OF YOUR COMMUNITY OR TO REGIONAL PARTNERS:**

1. If you are distributing the guide to regional providers or others who may serve families from a variety of towns, the CYSA contact information can remain on the back of the guide. Parents/Guardians will be able to find contact information for their local YSB on the CYSA website.
2. Each YSB will need to forward this brochure on to its partners, as well as print copies for distribution. It needs to be printed as a two-sided document so it can be folded into a tri-fold brochure.

The Truancy subgroup will also be working on finding someone to translate the document into Spanish.
**If you or your agency has the ability to translate the Guide, please contact me at the below email address.

If you have any questions regarding the Guide, the use of the Guide, or the distribution process, please email me at **ebromley@ctyouthservices.org**.

Thank you,

Erica Bromley, MSW

Juvenile Justice Liaison, CT Youth Services Association

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