



# South Pike School District

<http://www.southpike.org>  
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## Mississippi Department of Education Compulsory School Attendance Officer Steps for receiving and investigating referrals

### Compulsory School Attendance Process

1. The local school attendance officer visits the school to receive referrals. Pre-arranged day for pick-up.
2. School is responsible for providing referrals on 5<sup>th</sup> unexcused day. (The days are cumulative, not consecutive)
3. 1<sup>st</sup> Letter mailed out by Attendance Officer.
4. School is responsible for providing 2<sup>nd</sup> referral on same student in the 10<sup>th</sup> unexcused day.
5. 2<sup>nd</sup> Letter mailed out by the Attendance Officer.
6. School provides a referral for days missed after this point, as often as Officer comes by school.
7. Officer will file in court when child has reached 13 days or more. The Officer is responsible for following court procedures on all referrals and providing feedback to the school regarding the court decisions for any cases.