



SUPERIOR COURT OF KITSAP COUNTY

JUVENILE AND FAMILY COURT SERVICES

1338 SW Old Clifton Rd

Port Orchard, WA 98367-9113

Phone: (360) 337-5401 | Fax: (360) 337-5404

Quick check list of what to include with your Truancy Petition:

- ☐ Petition, all sections are fully complete, and all boxes are checked.
- ☐ Original signature from School District representative acting as contact for the petition.
- ☐ Copy of "Did You Know Letter".
- ☐ Copy of "3-day letter" and any additional attendance letters sent to the family.
- ☐ Copy of barriers assessment (anyone in 6th grade or above).
- ☐ Current attendance report (must be currently enrolled).

All of these must be included with your Truancy Petition, or it will be rejected.

After Filing:

Provided copy of Petition to student and/or parents via personal service or certified mail after receiving conformed copy by Juvenile Court.

Declaration of Service emailed to Juvenile Court.

Mail petitions to:

Kitsap County Juvenile Court

Attn: Truancy

1338 SW Old Clifton Rd

Port Orchard, WA 98367

Questions please email: Brittany Stepper – bstepper@kitsap.gov

Important dates:

Last day to file a petition is April 18, 2025; must be received by the Juvenile Court by this date.

Last day to file a contempt is May 16, 2025; must be received by the Juvenile Court by this date.

Most petitions will be dismissed on the last day of the school year.

Some petitions can be extended longer than one year with justifiable reason as to why they should extend.

**SUPERIOR COURT OF THE STATE OF WASHINGTON
COUNTY OF KITSAP – JUVENILE DIVISION**

<p>SCHOOL DISTRICT <u>PETITIONER</u></p> <p>VS.</p> <p>STUDENT</p> <p>D.O.B.: AGE: <i>(If student is 6 or 7, write "In the interest of" and student's name)</i></p> <p>PARENT(S) OR LEGAL GUARDIAN RESPONDENTS <i>(only include parents here if filing against the parents)</i></p>	<p>CASE NO:</p> <p>PETITION REGARDING TRUANCY & ORDER STAYING PROCEEDINGS (PTTRU) – FORM #1</p> <p>NAME OF SCHOOL</p>
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COMES NOW, the petitioner, the _____ School District, based on the information herein, petitions the Juvenile Court to assume jurisdiction of the above captioned case pursuant to RCW 28.A.225.010 et seq., and for an order staying proceedings pending the outcome of further intervention efforts.

This petition is being filed against (choose only one):

- ☐ Student enrolled* (age 8 through 16 years)
- ☐ Student enrolled* (age 17 years – this is a discretionary filing)
- ☐ Parent/Legal Guardian Only (enrolled* student age 6 or 7)
- ☐ Parent/Legal Guardian and Student enrolled* (age 8 through 16)

*Student must be currently enrolled in the school even if not attending.

I. IDENTIFICATION OF THE RESPONDENTS

1.1 STUDENT

STUDENT'S NAME <i>(First, Middle, Last)</i>		
DATE OF BIRTH		GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female
RACE	<input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Caucasian <input type="checkbox"/> Multi-Racial <input type="checkbox"/> Other:	
ETHNICITY	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	
RESIDENCE ADDRESS		
MAILING ADDRESS	<i>(if different from residence address)</i>	
PHONE & EMAIL	Email:	
FLUENT LANGUAGE	<i>(If other than English, please indicate if interpreter is needed at bottom of petition)</i>	
GRADE IN SCHOOL		
CURRENT ACADEMIC STATUS		

1.2 PARENT/LEGAL GUARDIAN (fill in all applicable)

MOTHER <i>(First, Middle, Last)</i>	
DATE OF BIRTH	
RESIDENCE ADDRESS	
MAILING ADDRESS	<i>(if different from residence address)</i>
PHONE & EMAIL	Email:
FLUENT LANGUAGE	<i>(If other than English, please indicate if interpreter is needed at bottom of petition)</i>

FATHER <i>(First, Middle, Last)</i>	
DATE OF BIRTH	
RESIDENCE ADDRESS	
MAILING ADDRESS	<i>(if different from residence address)</i>
PHONE & EMAIL	Email:
FLUENT LANGUAGE	<i>(If other than English, please indicate if interpreter is needed at bottom of petition)</i>

LEGAL GUARDIAN <i>(First, Middle, Last)</i>	
DATE OF BIRTH	
RESIDENCE ADDRESS	
MAILING ADDRESS	<i>(if different from residence address)</i>
PHONE & EMAIL	Email:
FLUENT LANGUAGE	<i>(If other than English, please indicate if interpreter is needed at bottom of petition)</i>

II. BASIS OF PETITION

2.1 The student attends in the above captioned school district and is subject to the requirements of the Compulsory School Attendance Law (RCW 28A.225).

2.2 The student has the following unexcused absences during the current school year:

☐ **SEVEN (7) UNEXCUSED ABSENCES WITHIN A MONTH;**

☐ **FIFTEEN (15) unexcused absences during the school YEAR;**

2.3 The unexcused absences listed in paragraph 2.2 include the following:

Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):
Date:	<input type="checkbox"/> All Day	<input type="checkbox"/> Partial Day (specify):

☐ Copies of the attendance reports are attached.

2.4 Prior to filing this petition, the school district has taken **ALL** of the following **mandatory** action to eliminate and/or reduce the student's absences:

☐ **PROVIDED INFORMATION* ABOUT TRUANCY:** As required by RCW 28A.225.005, at or before the time of enrollment, as well as at the beginning of the current school year, both the student and parent(s)/guardian(s) were informed of and provided with each the following either in writing or by electronic means, in a language in which they are fluent:

- Compulsory school attendance requirements and school policy on unexcused absence;
- The benefits of regular school attendance;
- The potential effects of excessive absenteeism on academic achievement (excused or unexcused);
- Graduation and dropout rates;
- The school's expectations of the parent(s) and guardian(s) to ensure regular attendance;
- Resources available to assist the child and parent(s)/guardian(s) with regular attendance;
- The role and responsibilities of the school; and,
- The consequences of truancy.

***Please attach a copy of the information document you provide at the beginning of the year.**

INFORMED PARENT/GUARDIAN UPON THE FIRST (1) UNEXCUSED ABSENCE IN A MONTH: As required by RCW 28A.225.020, after one (1) unexcused absence within a month, the district informed the student's parent/guardian of the student's unexcused absence in writing and/or by telephone, including information about the potential consequences of additional unexcused absences-

☐ **BY PHONE ON:** _____ and/or

☐ **IN WRITING ON:** _____

CONFERENCE TO ANALYZE CAUSE ON THIRD (3) UNEXCUSED ABSENCE IN A MONTH: As required by RCW 28A.225.020, after the third (3) unexcused absence within a month, the district scheduled a conference with the student and the student's parent at a reasonably convenient time for the purpose of analyzing the causes of the student's absences, and;

- ☐ **THE CONFERENCE TOOK PLACE WITH THE STUDENT:** The district actually met in person or by telephone conference with the student to analyze the cause of the student's absences. In addition to the student:
- ☐ A parent/guardian was present, or
 - ☐ After the meeting, the parent/guardian was notified of the steps to eliminate or reduce the student's absence.

The result of the conference was:

- ☐ **THE CONFERENCE WITH THE STUDENT DID NOT HAPPEN:** The district has been unable to meet with the student because:

DATA INFORMED STEPS BEFORE THE FIFTH (5) UNEXCUSED ABSENCE DURING THE YEAR:

As required by RCW 28A.225.020, after the second and before the fifth unexcused absence during the year, the school district took the following data-informed steps to eliminate or reduce the student's absences:

ASSESSMENT* STATUS: The school district applied the following assessment:

- ☐ None because the student is in elementary school.
- ☐ WARNS (Washington Assessment of the Risks and Needs of Students).
- ☐ Other Assessment: *(please specify)*
- ☐ Non-cooperation: An assessment was attempted but could not be completed due to non-cooperation on the part of the student.
Date *(or dates)* assessment was attempted:

***If an assessment was applied, please attach a copy.**

FURTHER, where appropriate, the school district provided approved best practice or research-based intervention, as provided in the assessment or as listed below:

- | | |
|---|---|
| <input type="checkbox"/> adjusted schedule | <input type="checkbox"/> provided tutoring |
| <input type="checkbox"/> referred to school counselor | <input type="checkbox"/> offered special school district programs |
| <input type="checkbox"/> referred to outside mental health counseling | <input type="checkbox"/> alternative school placement |
| <input type="checkbox"/> referred to substance abuse evaluation | <input type="checkbox"/> offered resources (food, clothing, hygiene, etc) |
| <input type="checkbox"/> work experience | <input type="checkbox"/> referred to Attendance Re-engagement specialist |
| <input type="checkbox"/> arranged transportation changes | <input type="checkbox"/> scheduled and conducted check ins |
| <input type="checkbox"/> ESL evaluation and assessment undertaken | <input type="checkbox"/> offered incentives for improved attendance |
| <input type="checkbox"/> arranged for morning calls | <input type="checkbox"/> conducted home visits or conference |
| <input type="checkbox"/> made a special education referral | <input type="checkbox"/> contacted local police department |
| <input type="checkbox"/> Other: | |

IEP/504 PLAN: The school district took steps regarding any mental or physical disability the student may have as follows:

☐ **IEP/504 Team Meeting:** The student currently has an Individualized Education Plan (IEP) or 504 plan. The IEP or 504 team convened to consider – (a) the reasons for the student’s absences; and, (b) the necessity for a functional behavior assessment after parental consent. After convening the team the following actions took place - *(please specify action put in place)*:

☐ **No IEP/504 Plan but Believe there is a Disability:** The student does not have an existing IEP or 504 plan, but the school district has a reasonable belief the student possesses a mental or physical disability or impairment that should be evaluated further. As such the school district either informed or attempted to inform the student’s parent of the right to obtain an evaluation at no cost to determine disability or impairment and appropriate accommodations. After informing or attempting to inform the parent, the following action took place *(please specify if an evaluation was done at parent’s request and a plan developed)*:

☐ **No IEP/504 and No Disability:** The student does not have an existing IEP or 504 plan and, at this time, the school district has no reason to believe the student possesses any mental or physical disability, or impairment.

2.5 PARENT(S)/LEGAL GUARDIAN(S) STATUS (*choose only one, same choice as on page 1*)

- ☐ **STUDENT PETITION ONLY:** The district is not filing against the parent/guardian.
- ☐ **PARENT/GUARDIAN PETITION ONLY:** The student enrolled is **6 or 7 years old** and the district is required to file against the parent/guardian; not the student.
- ☐ **STUDENT & PARENT/GUARDIAN PETITION:** The student enrolled is **at least 8 years of age but not older than 15 years of age** and the district is filing against both as the district has reason to believe the parent/guardian has **failed to exercise reasonable diligence** based on the following information establishing the parent/guardian **acted in such a way to hinder** the child from otherwise attending school on their own: (*please specify how the parent/guardian hindered the child from attending*)

2.6 The actions set forth above have not been successful in substantially reducing the child's absences from public school. Court intervention and supervision are necessary to assist the school district and/or parent in reducing the student's unexcused absences from school. For these reasons the district respectfully requests the court assume jurisdiction and issue an order staying proceedings pending further intervention.

☐ Interpreter services in _____ language is required for ☐ child ☐ parent(s).

III. DECLARATION

I am employed by the above captioned school district and authorized to file truancy petitions for the same. I, hereby certify and declare under penalty of perjury under the laws of the State of Washington that the above information is true and correct to the best of my knowledge, information, and belief.

Date

Signature

Print Name

School District Employee Title

Name of School:

Phone #:

Email:

Mailing address:

IV. PRELIMINARY FINDINGS

1. The student allegedly resides within the aforementioned school district and is subject to the requirements of the Compulsory School Attendance Law (RCW 28A.225).
2. The school district filed a petition alleging the student and/or parent(s)/guardian(s) were informed of the requirements of the Compulsory School Attendance law and of the potential consequences of non-compliance with the law.
3. The petition alleges the student has unexcused school absences in the current school year, and the school district believes the filing of this petition is necessary to assist in securing the student's attendance at school.
4. This petition must be stayed pending further intervention efforts as required by RCW 28A.225.
5. During the required stay of proceedings, additional intervention efforts to eliminate or reduce the child's absences should be attempted before asking this court to lift the stay to further consider the petition, and, possibly order the student to attend school, or in the case of a child 6 or 7 years of age the parent to cause the child to attend. These attempted intervention efforts should first include a Community Engagement Board through the designated school district. If Community Engagement Board is insufficient, the matter must be referred to the designated Truancy Workshop before the court will further consider the petition.

V. ORDER

ORDERED: THE PETITIONING SCHOOL DISTRICT HAS SHOWN GOOD CAUSE FOR THIS COURT TO ASSUME JURISDICTION PENDING FURTHER INTERVENTION EFFORTS.

FURTHER ORDERED: THE PETITION HEREIN IS **STAYED** PENDING FURTHER INTERVENTION EFFORTS. THE PETITION SHALL REMAIN STAYED UNTIL THE STUDENT AND/OR PARENT HAS BEEN REFERRED TO THE DESIGNATED DISTRICT TRUANCY BOARD AND FURTHER PROCEEDING BECOME NECESSARY TO ADDRESS THE PETITION.

KITSAP COUNTY SUPERIOR COURT JUDGE/COMMISSIONER