



**SUPERIOR COURT OF KITSAP COUNTY
JUVENILE AND FAMILY COURT SERVICES**

1338 SW Old Clifton Rd
Port Orchard, WA 98367-9113
Phone: (360) 337-5401

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 CEB Agreement OR Attendance Agreement (if applicable).

Current attendance report (must be currently enrolled).

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

Mail petitions to:

**Kitsap County Juvenile Court
Attn: Truancy
1338 SW Old Clifton Rd.
Port Orchard, WA 98367**

**Questions, please email: Jill Wofford: jwofford@kitsap.gov
Lonna Bowers: lbowers@kitsap.gov**

Important Dates:

Last day to file a petition is April 17, 2026; must be received by the Juvenile Court by this date.

Last day to file a contempt is May 8, 2026; 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 WASHINGTON
COUNTY OF KITSAP – JUVENILE COURT**

SCHOOL DISTRICT PETITIONER VS. STUDENT DOB: AGE: <i>(If student is 6 or 7, write "In the interest of" and student's name)</i> PARENT(S) OR LEGAL GUARDIAN RESPONDENTS <i>(only include parents here if filing against the parents)</i>	CASE NO: PETITION REGARDING TRUANCY & ORDER STAYING PROCEEDINGS (PTTRU) NAME OF SCHOOL:
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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 (First, Middle, Last)			
DATE OF BIRTH		GENDER:	Male Female
RACE	Asian Black Caucasian Multi-Racial Other:		
ETHNICITY	Hispanic Non-Hispanic		
RESIDENCE ADDRESS			
MAILING ADDRESS (if different from residence address)			
PHONE & EMAIL	EMAIL:		
FLUENT LANGUAGE	(If other than English, please indicate if interpreter is needed at bottom of Identification section)		
GRADE IN SCHOOL			
CURRENT ACADEMIC STATUS			

1.2 PARENT/LEGAL GUARDIAN (fill in all applicable)

PARENT/LEGAL GUARDIAN <i>(First, Middle, Last)</i>	
DATE OF BIRTH <i>(if available)</i>	
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 Identification section)</i>

PARENT/LEGAL GUARDIAN <i>(First, Middle, Last)</i>	
DATE OF BIRTH <i>(if available)</i>	
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 Identification section)</i>

Interpreter services in _____ is required for _____ Child _____ Parents/Guardians.

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;

Copies of the attendance reports are attached.

2.3 Does the student have an IEP or 504 Plan? Yes No

2.4 Narrative: (Documentation of issues, barriers, attempted interventions, assessments, etc)
(*If an assessment was applied, please attach a copy.)

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 PEITION 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 parents/guardians 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.

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.

Dated:

Signature

Print Name:

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 must 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.

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 OR EQUIVALENT. THE PETITION SHALL REMAIN STAYED UNTIL DISMISSED OR FURTHER COURT INTERVENTION IS DEEMED NECESSARY.

FURTHER ORDERED: THE SCHOOL, THE RESPONDENT, AND THE RESPONDENTS PARENTS/GUARDIANS SHALL MEET TOGETHER WITH A COMMUNITY ENGAGEMENT BOARD OR EQUIVALENT MEETING TO ADDRESS ATTENDANCE AND DEVELOP AN ATTENDANCE PLAN.

Dated: _____

JUDGE/COMMISSIONER