



SCHOOL DISTRICT  
PALM BEACH COUNTY, FLORIDA

JUDITH KLINEK  
ASSISTANT SUPERINTENDENT

ANN KILLETS  
CHIEF LEARNING OFFICER

DIVISION OF GRANTS ADMINISTRATION AND  
SCHOOL REFORM ACCOUNTABILITY  
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August 20, 2010  
Bulletin # P13624-CLO/GA

**ACTION BY:**  
September 10, 2010

Contact Person:  
Lisa Lee, PX 48274

**TO:** All Principals

**FROM:** Ann Killets, Chief Learning Officer

**SUBJECT: TRUANCY CONTACT NAME AND PHONE NUMBERS**

Consistent attendance is one of the most important indicators of school success. The district has four Area Truancy Liaisons within the Division of Grants Administration and School Reform Accountability to assist schools with this indicator. Each year, schools designate a Truancy Contact from their leadership team to work with an Area Liaison. Please e-mail the name of your contact to Lisa Lee at [lee@palmbeach.k12.fl.us](mailto:lee@palmbeach.k12.fl.us) by September 10, 2010.

Area Truancy Liaisons:

South Area – James Harryton II  
Central Area – Marian Stubbs

West Area – Linda Camardella  
North Area – TBA

Area Truancy Liaisons will assist schools with the following:

- review of each school's monthly truancy report
- train contacts on the truancy referral process
- assist with contacting parents
- process completed Truancy Referral Packets
- refer appropriate cases to cooperating agencies
- follow up on any potential or current truant student

School Truancy Contacts:

- analyze the monthly truancy report for the school
- communicate with the Area Truancy Liaison
- facilitate the corrections of errors on report
- contact parents
- set up School Based Team Meetings for Truant students
- complete packet for Truancy Referral if school interventions are not working

Thank you for your continued support and cooperation.

ACJ/AK/JK/II

Approved:   
Arthur C. Johnson, Ph.D., Superintendent

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