

IN THE INTEREST OF

Request for Custody by School Attendance Officer/Designation by School District Administrator

Name _____

Date of Birth _____

Case No. _____

Request for Custody by School Attendance Officer

1. I am the school attendance officer for the _____ School District.
2. The juvenile is absent from school without an acceptable excuse. The previous attendance record of the juvenile is as follows: _____ See attached
3. I request that the juvenile be taken into custody by a person designated by the school district administrator.

Signature of School District Administrator

Name Printed or Typed

Address

Email Address

Telephone Number

Date

State Bar No. (if any)

Designation by School District Administrator

Based on the request of the school attendance officer, I direct the following person(s) take the juvenile into custody:

- Those persons previously designated by me pursuant to a blanket authorization issued on [Date] _____.
- The following individual(s):
 1. An employee of the district who is directly involved in the provision of educational programs for the truant child: _____
 2. An employee of the district who is directly involved in the provision of a modified program or curriculum, a program for children at risk, an alternative educational program, or any other alternative educational program to children who attend the school attended by the truant child: _____
 3. A school social worker employed by the district who provides services to children attending the school attended by the truant child: _____
 4. An employee of a social services agency who is directly involved in the provision of social services to the truant child or the child's family: _____
 5. The school attendance officer: _____

I have attempted to notify by personal contact or telephone the juvenile's parent, guardian, legal custodian and Indian custodian that I have designated individual(s) for the purpose of taking the juvenile into custody. Such attempt was

- successfully made: by phone in person on [Date] _____ at [Time] _____.
- unnecessary because the parent, guardian, legal custodian, or Indian custodian is the person who requested that the juvenile be taken into custody.

Upon taking the juvenile into custody, the person shall:

- determine if the juvenile may be released under §938.20, Wis. Stats.; and
- if release is not appropriate, deliver the juvenile to juvenile intake.

Signature of School District Administrator

Name Printed or Typed

Address

DISTRIBUTION:

1. School District Administrator
2. Person taking juvenile into custody
3. Parent/guardian/legal custodian/Indian custodian

Email Address

Telephone Number

Date

State Bar No. (if any)