

JEFFERSON PARISH TRUANCY ASSESSMENT & SERVICE CENTER (TASC)

Program Procedures
2021-2022

Thomas Hebert, Executive Director





Referral Process

- Referrals are made by the Jefferson Parish Public School System when a child misses anywhere between **1-10 unexcused absences** the first semester, and **14 or fewer** the second semester.
- K-5th grades—maximum of 14 unexcused absences
- A TASC Referral form and Risk Indicator Survey I (Traditional students only) are to be completed by the school staff. Suspension reports are required to better assess behavior for interventions.
- All referrals should be dated the day it is faxed.



Referral Criteria

- Student has a past history of truancy according to records on file.
- Absences are negatively affecting academics and/or child has failed the previous year.
- Absences are due to parental neglect and/or returning child promptly to school after suspension.
- Principal has the authority to excuse parental notes.
- Homeless: Refer to EIS/SSW to complete McKinney Vento packet.
- COVID: Do not refer student sent home.



TASC Procedural Facts

Lice

- Do not refer. Lice cases need to be referred to the school nurse for interventions/solutions.
- [See Procedures and Policies for Parents and Students.]

TASC Forms Used By Schools

TASC forms require specific information utilized for the state's evaluation process. The 2021-22 mandatory forms are provided in your packet.

- I. Referral Form : Completed by school personnel.
 - A. The Referral Form will require specific grounds:
 - a) Primary Grounds is always "Child is Truant"
 - b) Secondary Grounds; use the number of each that applies:
 - 1. Child is Ungovernable
 - 2. Willful and Repeated Violation of School Rules
 - 3. Caretaker Failed to Provide for Child
 - B. It is very important to complete this form totally and accurately.

- II. Risk Indicator Survey I (if enrolled in Traditional School only. This does not apply to student enrolled in Virtual Learning.) : Compiled by the teacher, social worker; this form is important for the function assignment process for appropriate services:
 - A. Check characteristics describing the child and family for appropriate services. (see attached form)



More Forms

- III. Monitor Lists: TASC will send out lists for updates on absences, tardiness, and/or suspensions, for students that were referred. Lists should be faxed or emailed.

Schools By Hearing Officer

Arlene Reynolds 319-9125	Dalton Simmons 220-9390	Clothilde Cobert 722-9178	Tiffany Nelson 723-3991
Butler	Isaac Joseph	L. Collins	Bunche
	St. Ville	Pittman	Mildred Harris
			Hart
			McDonogh 26
Birney	Boudreaux	Janet	
Greenlawn	Clancy	Johnson Gretna	Bridgedale
Riviere	G. Cox	Kerner	Green Park
Schneckenburger	Hearst	Solis	Keller
Washington	Terrytown		
Academies: Airline Park Acad. Gretna #2 Metairie Acad. Ray St. Pierre Acad.			

TASC STAFF

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Office Hours: Monday-Friday; 7:30 am to 2:30 pm



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Tiffany Nelson, Hearing Officer

Arlene Reynolds, Hearing Officer

Dalton Simmons, Hearing Officer

Clothilde Cobert, Hearing Officer

Kathy Desselle, Administrative Assistant

Amber Allo, Administrative Supervisor