DeKalb County ROE Success Team

Resource Hub • 2026–2027 School Year

This resource hub provides quick access to all DeKalb County ROE Success Team documents, forms, and submission links. Please use the links below when submitting requests or referencing procedures.

TRUANCY REFERRAL PROCESS & FORMS

Step 1 — First Truancy Request (Online Form)
Submit when a student has attendance concerns. If no change in 3–4 weeks, proceed to Step 2.

Submit First Request →

Step 2 — Truancy Hearing Request Form
Required after 4–5 interventions & 15+ unexcused absences within 180 school days. Must be signed by administrator. Submit via IRIS or send via email to ROETruancy@dekalbcounty.org.

View Hearing Request Form →

Step 3 — Court Petition Request Form
Submit after a hearing has been held and attendance has not improved. Must include updated intervention documentation.

View Court Petition Request Form →

PROCEDURE DOCUMENTS

Steps to Student Success (Visual Overview)
One-page visual summary of the three-step truancy referral process.

View Document →

Truancy Procedures — School Steps & ROE Process
Detailed guide for schools on required steps before referring to the ROE, and what happens once a referral is received.

View Document →

QUICK REFERENCE — KEY THRESHOLDS

Threshold	Requirement
5+ unexcused absences / 180 days	A Truancy Officer request can be submitted
9+ unexcused absences / 180 days	Student is considered a chronic truant under Illinois law
15+ unexcused absences / 180 days	School may submit a Hearing Referral Request to the ROE
4–5 interventions documented	Required before submitting any referral to the ROE
IDEA / Section 504 students	Accepted for truancy services only with mutual agreement between ROE and district administration

Questions? Contact Monique Shaw, LSW — Coordinator of School Services

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