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| Date | |  | | |
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| Dear |  | | : | |
| Your child has been referred by the County School System to your local CINS/FINS Case Staffing Committee to address issue(s) related to truancy.  The Case Staffing Committee is a community-based committee, established by Florida Statutes, whose purpose is to review runaway, ungovernable, and truant cases, and to make recommendations toward problem resolution. It shall include, at a minimum, a CDS’s Case Manager/Counselor and a representative from your child’s school district. In addition, it may include a CDS supervisor; representatives from law enforcement, the State Attorney’s Office, the Department of Children and Families, and the Department of Juvenile Justice; and representatives from the areas of health, mental health, substance abuse, social or educational services. The goal of this committee will be to help you develop a plan to assist your family with needed services and counseling.  Please be aware that in some cases, after unsuccessful attempts with the family to resolve issues of concern, the Committee may recommend legal intervention. Because of this, it is imperative that you and your child attend this meeting. You may bring a representative of your choice to the Committee Meeting.  If you are unable to attend and need to reschedule, or have any questions concerning this meeting, please telephone us immediately at . Please note that if we don’t hear from you, the committee will review your case without your attendance and may refer it for legal intervention. | | | | |

Case Staffing Information:

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

Rev: 3/00, 6/07, 11/07, 11/08,/9/11, 3/14, 1/16 , 8/20, 2/22, 12/22, 1/24 F-PR-1183