

# King County Superior Court

## Truancy Court Guidelines 2023-2024

- **Before the Hearing:**
  - E-file any proof of service, documentation of attempts to serve, or certification of mailing.
  - Submit a proposed order through the E-Filing website (See “How to E-File” handout) no later than noon the day before the hearing.
- **Bring to Court:**
  - Two copies of up-to-date attendance and academic records (one for Court, one for student/family).
  - Any forms or handouts to provide to the student/family (applications, Release of Information forms, etc).
- **Meeting with Families at Court:**
  - District Reps should talk with students and families who appear prior to going on the record as another opportunity for engagement and to see if there is any updated information that may be relevant to the hearing. If parties develop agreed-upon conditions for the order or agree to continue the hearing, let a Court Facilitator (Melody or Jennie) know.
  - If the family does not appear or attempt to contact the district rep or Court within 30 minutes of the calendar starting, the district may request a default order or a continuance. (If parties were not properly served with notice, the hearing must be continued).
  - Let a Court Facilitator know once the parties are ready for the hearing
- **How to address the Court:**
  - Refer to the Judicial Officer as “Judge \_\_\_\_\_”, “Commissioner \_\_\_\_\_” or “Your Honor”.
  - State facts and avoid opinions (Example: Instead of “Parent doesn’t make student attend”, say “Attendance records indicate that parent called to excuse absence due to not wanting to come to school on 1/2/2023”).
  - Keep statements short and to the point (bullet points).
  - Refer to the “Motion for Preliminary Hearing” as a tool as needed to recap the district’s attempted interventions and attempts to meet statutory duties.
- **During the hearing** Judicial officer will ask District Rep. the status of the case. Rep should provide an overview of:
  - Attendance concerns including number of absences during the current school year, attendance history or patterns, impact of absences on academic progress or credits toward graduation, etc.
  - Interventions the district has attempted (Refer to Motion for Preliminary Hearing/Hearing Request if needed).
  - Any specific conditions the district is asking the Court to order (for example, “Parent will provide the school with current contact information, “Parent will verify excused absences per school district policy within 48 hours”, “Student and Parent will meet with school counselor to explore credit retrieval options”, etc.)

### Truancy Court Contact Information:

Melody Edmiston, Court Facilitator  
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206-477-2746

Jennie Tibbitts, Court Facilitator  
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206-263-8886

### Roles in the Courtroom:

- Judicial Officer- Reviews facts and makes findings.
- Clerk- Manages the Court Record and documents hearings.
- Facilitators (2): Facilitate calendar, provide proposed orders to Judicial officer for review and signature, provide copies of signed orders to parties.