



Enrollment Date: \_\_\_\_\_ Number of Tardies: \_\_\_\_\_

Number of Absences: With a Valid Excuse: \_\_\_\_\_ Without a Valid Excuse: \_\_\_\_\_

Dates Child was Absent from School without Valid Excuse:

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

Suspension/Expulsion Dates: \_\_\_\_\_

Contacts with Parents, Actions Taken, and Outcomes (attach additional sheets if necessary):

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Advisory Letter Sent? No \_\_\_\_\_ Yes \_\_\_\_\_ Date: \_\_\_\_\_

School Representative (person who can testify to the identification of the child, enrollment, keeping of records, and content of records): \_\_\_\_\_

### **PART III: REFERRING SCHOOL INFORMATION**

School Name \_\_\_\_\_

District \_\_\_\_\_

Telephone \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
*Print name of person submitting report*

\_\_\_\_\_  
*Title and Position*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Signature*