



## Excessive Excused Absences

date of report \_\_\_\_\_

school district \_\_\_\_\_

school building \_\_\_\_\_

### Check one level

Please indicate which level of intervention you would recommend for this student:

- letter to parents – 10 to 20 absences or tardies
- home visit by court liaison – more than 20, office conference

**Student name** \_\_\_\_\_ **DOB** \_\_\_\_\_  
**Address** \_\_\_\_\_ **SS#** \_\_\_\_\_  
**City, state, zip** \_\_\_\_\_ **age** \_\_\_\_\_ **grade** \_\_\_\_\_  
**sex** \_\_\_\_\_ **race** \_\_\_\_\_

### Parents

<p><b>Mother</b> _____                  Address _____                  Home Phone _____                  Work Phone _____</p>	<p><b>Father</b> _____                  Address _____                  Home Phone _____                  Work Phone _____</p>
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Child residing with: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_

### Attendance

	excused	unexcused	truant	suspended	tardy
current year					
last year					

- **Attendance record should be attached**

### Signatures

Attendance Secretary: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Administrator: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_