

REPORT OF UNEXCUSED SCHOOL ABSENCES
(Defined in KSA 72-977, 72-1111, & 72-1113)

USD #: _____ School: _____ Phone: _____

Contact Person: _____ Title: _____

(Not Necessarily Designated Reporter)

Semester: 1st 2nd Dates Absent: _____

Grade: _____ Number of Previous Reports: _____

Student: _____ DOB: _____ Sex: _____ Race: _____
Last First M

Parent(s): _____ Home Phone: _____

Home Address: _____ Work Phone: _____

The items checked below have been initiated by this school in an effort to correct this student's attendance problem: (Mark N/A if item is inapplicable)

The student has been made aware of his/her attendance record and has been encouraged to attend school regularly.

The student's parent/guardian has been notified the child has an attendance problem.

Dates: _____

The student has been referred to his/her counselor _____ times this semester regarding regular school attendance.

Conference(s) has/have been held with the student's parent/guardian regarding the student's attendance record.

Dates: _____

The student's class schedule has been reviewed.

A staff review has been held for this student.

Dates: _____

The student's case has been referred to the school social worker.

The student has been referred to the school psychologist.

Someone from school has visited the student's home.

The student and/or his/her family has been referred to a community agency or organization for assistance in regular school attendance.

Additional Notes: _____

PLANNED ACTION: Use this space to inform local DCF staff of any action steps being taken with the student/family to correct the attendance problem which may or may not require DCF participation.

BACKGROUND INFORMATION: Use this space to briefly describe in general terms any circumstances in the home which

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relate to student's attendance problems. (i.e., unemployment, illness, divorce, death in the family, etc.)

SPECIFIC CONCERNS: Use this space to briefly describe specific problems related to this child.

Signature of Designated Reporter: _____

Date: _____

DISTRIBUTION: White - DCF; Pink - Parent/Custodian; Yellow – School

