

Attendance Checklist/Referral

Student Name: _____ School: _____

Parent/Guardian: _____ Relationship: _____

Phone Numbers: (C) _____ (H) _____ (W) _____

√	Intervention	Responsible	Date	Notes	Staff Signature
	Parent Contact *explaining attendance reminders after 2 unexcused absences	Teacher			
	Absentee Referral *send this form to School Counselor after 3 unexcused absences	Teacher			
	Action Plan *Counselor meets with student and develops an <i>Action Plan</i> . Counselor contacts parent	Counselor			
	Administration Notification *Counselor sends <i>Checklist/Referral form and Action Plan</i> administration	Counselor			
	Administrative Contact *Counselor sends letter and after 4 th unexcused absence	Administration			
	Conference *Parent, student, administration, and SSS meet after 5 th unexcused absence (if w/in one marking pd failing grade is given)	Administration			
	SSS Referral *Referral sent with documentation to SSS after 6 th unexcused absence/student fails course	Administration			
	State's Attorney Letter	SSS			
	Circuit Court	SSS			
	Notes/Consequences	SSS			