ATTENDANCE & SOCIAL WORK REFERRAL FORM

School_____ Referred by _____ Date _____

Student's Name _____ Computer ID # _____

Date of Birth _____ Age _____ Grade _____ Gender _____

Mailing Address _____ Physical Address _____

_____ _____

_____ _____

PERSONAL INFORMATION

(current only)

PARENT/GUARDIAN

Father _____ Phone (w) _____ (h) _____

Mother _____ Phone (w) _____ (h) _____

EMERGENCY CONTACT

Name _____ Relation _____ Phone _____

Specific directions to home (use major hwy, churches, businesses, left, right, landmarks, etc.)

_____

_____

_____

Mark in attendance-key: ○ excused ○ tardy ○ unexcused

Total: _____ excused _____ tardy _____ unexcused

2014

Aug	18	19	20	21	22	25	26	27	28	29													
Sept	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	
Oct	1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
Nov	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28			
Dec	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31

2015

Jan	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30		
Feb	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27				
Mar	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31		
Apr	1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		
May	1	4	5	6	7	8	11	12	13	15	18	19	20	21	22	25	26	27	28	29				

(over)

INTERVENTIONS

(must provide written documentation)

3 unexcused (Teacher) Date: _____

Summary of parent/child conference

_____

_____

5 unexcused (Guidance Counselor/Child Study Team) Date: _____

8 unexcused (Administrator) Date: _____

Summary: _____

_____

_____

_____

8 unexcused-certified letter from school administrator (send copy of certified letter)

10 unexcused (send referral to Visiting Teacher)

Social Work Referral (state problem)