

**EAST CARROLL PARISH SCHOOL DISTRICT**  
**Title I Program**  
**ATTENDANCE/TRUANCY REFERRAL INFORMATION**

School \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_

Reasons for Referral: Unexcused Absences \_\_\_\_\_ Number of Unexcused Absences \_\_\_\_\_

Unexcused Tardies \_\_\_\_\_ Number of Unexcused Tardies \_\_\_\_\_

Referring School Official: \_\_\_\_\_ Date of Referral \_\_\_\_\_

List Dates of absences/tardies or attach attendance record from JPAMS

Dates: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Parents(s) Guardian(s) \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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**HOME VISIT** \_\_\_\_\_ **or PHONE CONTACT** \_\_\_\_\_

Date

Date

Topics discussed: Please make notes

1. Reasons for concerns: \_\_\_\_\_

2. Compulsory Attendance Law Explained: \_\_\_\_\_

3. Problem in the home environment: \_\_\_\_\_

4. Strategy to Improve Attendance: \_\_\_\_\_

5. Others: \_\_\_\_\_

If Home Visit: \_\_\_\_\_

Parent's Signature

Attendance/Truancy Officer's Signature

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**SCHOOL INTERVENTION CONFERENCE**

Strategies to Improve Attendance:

A. Reason for Concern: \_\_\_\_\_

B. Compulsory Attendance Expectations Explained: \_\_\_\_\_

C. Counseling to Assist Student and Parents: \_\_\_\_\_

D. Number of Referrals: \_\_\_\_\_

E. Change in Academic Program: \_\_\_\_\_

F. Monitoring and Feedback: \_\_\_\_\_

Others: \_\_\_\_\_

(Special Education, Regular Education, Skills Options Program, etc.) Tutoring

Comments: \_\_\_\_\_

Number of Contacts: Home Visits \_\_\_\_\_ Telephone Calls \_\_\_\_\_

Signatures: \_\_\_\_\_

Parent/Guardian

Attendance/Truancy Officer

Date

Principal

Students

Follow-up Evaluation: Has attendance improved? Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Recommendations/Comments: \_\_\_\_\_