



Attendance Contact Documentation Form
(To be completed after four days of unexcused absences in a month)

Student Name: _____ Grade: _____

School: _____ Parent/Guardian: _____

Home Address: _____ Phone: _____

Number of Days Truant: _____ Home Contact Attempts: _____

Contact Summary:

Are you aware of the attendance expectations? Yes No

Were you contacted on the days your child was absent? Yes No

Teacher

Other School Personnel: _____

Explanation of Absences:

Health Issue (e.g. illness, mental health):

Explanation:

Home Issue (e.g. tending to younger siblings, student is a parent):

Explanation:

Transportation Issue (e.g. no reliable means of getting to school):

Explanation:

Social Issue (e.g. difficult peer relationships):

Explanation:

Academic or School Issue (e.g. concerns re: academic performance or disciplinary action):
Explanation:

Other Issue:
Explanation:

Signature of School Contact: _____

Date: _____