

**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

2021

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

2022

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

**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)*
