



Board Policy 3040F2: School Truancy Referral Form — Part I

Last Name: First Name: Middle Name:
Grade: Age: DOB: Sex:
Race: Language:

Mother's Information

Name:
DOB: Phone: Wk. Phone:
Address:
City: Zip:

Father's Information

Name:
DOB: Phone: Wk. Phone:
Address:
City: Zip:
Child Resides With: Zip:
Address (if different than above):
Phone:

Part II

Enrollment Date: Number of Tardies:
Number of Absences – With Valid Excuse: Without Valid Excuse:
Dates Child was Absent from School without Valid Excuse:

Suspension/Expulsion Dates:



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Contacts with Parents, Actions Taken, and Outcomes (attach additional sheets if necessary — include dates):

Advisory Letter Sent?

☐ No ☐ Yes

Date:

School Representative (person who can testify to the identification of the child, enrollment, keeping of records, and content of records):

Part III: Referring School Information

School Name: District:

Telephone:

Address:

City & State: Zip:

Print Name of Person Submitting Report:

Title and Position:

Phone: Signature: