

Board Policy 3040F2: School Truancy Referral Form

Status: Adopted

Original Adopted Date: July 14, 2025 | Last Revised Date: | Last Reviewed Date: June 9, 2025

STUDENTS

3040F2

School Truancy Referral Form

PART I

Student: \_\_\_\_\_,  
(last name) (first name) (middle name)

Grade: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Language: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone: \_\_\_\_\_ Wk. Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Father's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone: \_\_\_\_\_ Wk. Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Child resides with: \_\_\_\_\_

Address (if different than above): \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

## PART II

Enrollment Date: \_\_\_\_\_ Number of Tardies: \_\_\_\_\_

Number of Absences: With a Valid Excuse: \_\_\_\_\_ Without a Valid Excuse: \_\_\_\_\_

Dates Child was Absent from School without Valid Excuse:

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Suspension/Expulsion Dates: \_\_\_\_\_

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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: Dietrich School District #314

Telephone: \_\_\_\_\_

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

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
(Print name of person submitting report)

\_\_\_\_\_  
(Title and Position)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Signature)