

School Attendance Matters Referral Form



Step 1: Information Meeting

(Minimum 5 unexcused)

Step 2: SART

(Minimum 10 unexcused)

Step 3: Petition

(Minimum 15 unexcused)

Student Information

Last Name First Name Middle Name
Date of Birth (mm/dd/yyyy) Age (5 - 17) Race Gender
School Grade SSID/MARSS Number
Special Ed/IEP Interpreter Needed Language (if interpreter is needed)

Parent/Guardian Information

#1
Last Name First Name Middle Name
Street Address homeless City Zip Code
Phone Number E-mail
#2
Last Name First Name Middle Name
Street Address same as above City Zip Code
Phone Number E-mail

Attendance Information

Date Alert Letter Sent Unexcused Absences In-School Contract Completed?
(please attach copy) (3 hours = 1 day) (SARTs & Petitions Only)
Comments Yes (required, please attach a copy)
No (please explain in comments)

A copy of the student's attendance record must be included for referral to be processed.

Submitted By

Name/Title E-mail
Phone Number Date

2018-2019 Deadlines: Petitions - Friday, April 12 SARTs - Friday, April 19 Info Meetings - Friday, April 26

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THIS PAGE ONLY REQUIRED FOR SART AND PETITION REFERRALS

General Information

How does the student get to school?

Have there been any big changes for the family/student recently (e.g. divorce, death, job loss, homelessness)?

How is the student doing academically?

How is the student doing behaviorally?

Have there been any significant changes since the last SAM meeting?

What is your opinion regarding the cause of the attendance issue?

Describe the contact with, or attempts to contact, the parent/guardian(s) about attendance & their response:

Additional Comments:

A copy of the student's attendance record must be included for referral to be processed.

Submitted By

Name/Title

E-mail

Phone Number

Date

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