



# 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
Phone Number	Phone Type	E-mail	
School	District	Grade	SSID/MARSS Number
Learning Type	Video App (if distance/hybrid)	Special Ed/IEP	Interpreter Needed Language (if interpreter is needed)

### Parent/Guardian Information

#1			
Last Name		First Name	Middle Name
Street Address	Highly Mobile/Houseless/Project REACH	City	Zip Code
Phone Number	Phone Type	E-mail	
#2			
Last Name		First Name	Middle Name
Street Address	same as above	City	Zip Code
Phone Number	Phone Type	E-mail	

### Attendance Information

<u>Interventions Attempted &amp; Date</u>	<u>Unexcused Absences</u> (≥ 3 hrs missed/day = 1 full day)	<u>Have attendance expectations been clearly communicated to family?</u>	<u>Yes</u> <u>No</u>
Alert Letter		<u>Has student's access to required technology been confirmed?</u>	
Email		<u>If unable to reach family, were emergency contacts used?</u>	
Phone Call			
Home Visit			
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

2022-2023 Deadlines:    Petitions - Friday, April 14th    SARTs - Friday, April 21st    Info Meetings - Friday, April 28th

**THIS PAGE ONLY REQUIRED FOR SART AND PETITION REFERRALS**

In-School Contract Completed?

Yes (required, please attach a copy)

No (please explain in comments)

How does the student get to school?

Have there been any big changes for the family/student recently? (check all that apply)

Divorce/separation

Domestic abuse/violence

Death of:

Housing instability/homelessness

Job loss/unemployment

None/unknown

Physical/mental health problems

Other (explain in comments)

How is the student doing academically?

Above grade level

At grade level

Below grade level (explain in comments)

How is the student doing behaviorally? (check all that apply)

Attention/concentration problems

Victim of bullying

Disruptive in class

Trouble keeping up with school work

Instigator of bullying

Leaves class without permission/  
wanders building

Refuses to complete school work

Physical aggression towards staff

At risk of failing classes

Physical aggression towards peers

No behavioral concerns

Little or no social connections

Suspected substance abuse

Other (explain in comments)

School interventions attempted: (check all that apply)

Individual behavior/academic contract

Offered school counseling

Transportation services explored

Engage student in social/support groups

Referrals to community programs

Assisted ELL parent in learning  
how to call in/use cultural liason

Arranged tutoring/mentoring services

Modified class schedule

Offered school mental health services

Initiated special ed testing

Other/None (explain in comments)

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

Additional comments/concerns:

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

**Submitted By**

Name/Title

Email

Phone Number

Date