



Attendance Action Sheet

School Year:

Student name

Grade

Actions taken include:

Phone call notifying parent of each absence.

Additional phone call(s) regarding unexcused absences.

Date

Conference w/student regarding attendance concerns.

Date

Conference w/student regarding attendance concerns.

Remarks:

Conference w/student & parent; attendance contract signed.

Date

Remarks:

Offered schedule adjustment

Date schedule adjusted/refused

Require doctor notes for absences

Date

Letter sent home - 3 unexcused absences

Date

Letter sent home - 7 unexcused absences

Date

Letter sent home - 10 unexcused absences

Date

Letter sent home - excessive absences

Date

Community Engagement Board Referral

Date

BECCA petition filed

Date

Agreed order signed

Date

ACES Survey

Date

Remarks: