

CHECK ONE

 1 ON 1 REFERRAL LETTER TRB

**CHAMPAIGN-FORD COUNTIES
ATTENDANCE IMPROVEMENT PROGRAM STUDENT REFERRAL**

AGENCY/SCHOOL _____
ADDRESS _____
PHONE _____
NAME AND TITLE OF PERSON MAKING REFERRAL _____

STUDENT INFORMATION

LAST NAME, _____ FIRST NAME _____ MIDDLE INITIAL ____
SOCIAL SECURITY NUMBER _____ MALE ____ FEMALE ____ RACE _____
DATE OF BIRTH _____ AGE _____ GRADE IN SCHOOL ____ DATE ENROLLED _____
HOMEADDRESS _____
SPECIAL EDUCATION? YES NO SPECIFY SERVICES _____

BASIS FOR REFERRAL: TRUANT EXCESSIVE EXCUSED/REQUIRE DOCTOR NOTES HEAD LICE

STUDENT LIVES WITH:
 FATHER ONLY BOTHPARENTS FOSTER HOME
 MOTHER AND MOTHER ONLY GRANDPARENT
 STEPFATHER FATHER AND OTHER _____
 STEPMOTITIR

FATHER'S NAME _____
HOME ADDRESS _____ HOME PHONE, _____
EMPLOYED BY _____ WORK PHONE, _____

MOTHER'S NAME _____
HOME ADDRESS _____ HOME PHONE, _____
EMPLOYED BY _____ WORK PHONE, _____

EMERGENCY CONTACT NAME _____
RELATIONSHIP TO STUDENT _____ PHONE _____

NAMES OF SCHOOL STAFF WHO ARE WORKING WITH STUDENT:

 TEACHER _____
 SOCIAL WORKER _____
 PSYCHOLOGIST _____
 COUNSELOR _____
 OTHER _____
 OTHER. _____ TITLE _____

SUPPORT SERVICES UTILIZED OR OFFERED AND REFUSED

LIST THE STEPS TAKEN BY THE SCHOOL TO PREVENT/CORRECT TRUANCY. THESE MAY INCLUDE, BUT ARE NOT LIMITED TO: LETTERS SENT TO PARENTS, TELEPHONE CONTACTS, STAFFINGS, CONFERENCES, DIAGNOSTIC ASSESSMENT, SCHEDULE CHANGES, COUNSEUNG/SOCIAL WORK, ANY REFERRALS TO EXTERNAL SERVICES, ETC.

INCLUDE THE SPECIFIC DATES OF SERVICE, NAMES AND TITLE OF SCHOOL STAFF INVOLVED, AND THE RESULT OF SUCH SERVICE. COPIES OF WRITTEN CONTACTS SUCH AS LETTERS OR DISCIPLINE REFERRALS SHOULD BE ATTACHED TO THIS LIST.

EX	1-5-00	CONFERENCE WITH DEAN, STUDENT, PARENT, CONCERNING ATTENDANCE.
:		STUDENT AGREED TO ARRIVE TO SCHOOL ON TIME.
	1-8-00	SENT LETTER TO PARENT REGARDING CONTINUED TARDINESS.

ABSENTEE REPORT

STUDENT NAME

THIS PETITION IS BEING FILED FOR: ___ CURRENT SCHOOL YEAR **ONLY**

___ PREVIOUS 180 SCHOOL ATTENDANCE DAYS.

THIS STUDENT ENROLLED AT _____ FOR THE CURRENT SCHOOL YEAR ON _____.

TOTAL NUMBER OF SCHOOL ATTENDANCE DAYS FOR WHICH THE STUDENT WAS ENROLLED FOR THE CURRENT YEAR _____

TOTAL NUMBER OF DAYS ABSENT THIS YEAR _____

TOTAL NUMBER EXCUSED _____

TOTAL NUMBER UNEXCUSED _____

TOTAL NUMBER SUSPENDED _____

TOTAL NUMBER OF DAYS TARDY THIS YEAR _____

TOTAL NUMBER EXCUSED _____

TOTAL NUMBER UNEXCUSED _____

ATTENDANCE PRINTOUT MUST BE ATTACHED TO SUPPORT THE ABSENCES REPORTED ABOVE.