



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 & 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

2024-2025 Deadlines: Petitions - Friday, March 28th SARTs - Friday, April 11th Info Meetings - Friday, April 18th

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