



PRINCIPAL'S REPORT FOR IRREGULAR ATTENDANCE

The student named below has been absent more than four days in this month.

Date: _____ Student: _____

Grade: _____ D.O.B: _____

School: _____ Home Phone: _____

Alternate contact information: _____

Address: _____

Parent/Guardian: _____

Dates Absent: _____

Reason(s) for Absence: _____

| Action Taken : | Name, Date, and Comments: |
|---|----------------------------------|
| Action taken by teacher | |
| Student interviewed | |
| Discussion held with parents(s)/guardian(s) | |
| Contact the home (phone, email, agenda, letter) | |
| Family/School Liaison Involved | |
| School Counselor Involved | |
| Principal Involved | |

Recommendations to Attendance Counselor:

- Contact the home (phone, visit) and report to the school _____

- Letter to home through registered mail to arrange visit and inform of responsibilities under the Education Act. _____

Additional Comments and Information:

Principal: _____

Date: _____

A copy of this record is to be forwarded to the Attendance Counselor appointed by the Board of Education. The Attendance Counselor will contact the school directly to initiate action as required.

| For Office Use Only: (date and comments) | |
|---|---|
| Contact with parents by phone. | Contact with parents by meeting. |
| Contact with school. | Contact with parents by registered letter. |
| Informed Social Services. | Other ... |
| Resolution: | Follow-up correspondence with family following meeting to re-cap an outline of the attendance plan. |
| Future Actions Required: | |

(Please attach notes from meetings or telephone conversation and any other correspondence as appropriate.)