**REQUEST FOR ATTENDANCE OFFICER SERVICES**

The attendance officer requires the school to carefully document the steps taken to remedy the student’s excessive absenteeism. Completion of this form will detail the attempts by the school to remedy excessive absenteeism. The attendance officer will use this information to determine if further action is warranted.

| **School:** | **Administrator submitting request:** |
| --- | --- |

| **Student Name:** | **Date:** |
| --- | --- |
| **Date of Birth:**  **Grade:** | **Total Days Absent:** |
| **Does Student receive Special Education Services?** (Check One) ☐ Yes☐ No | |
| **Parent/Guardian:** | |
| **Address:** | |
| **City/State/Zipcode:** | |
| **Telephone:** | |
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1. List the name(s) of the school representative who addressed the issue with the **student/parent/guardian** in an attempt to resolve the absenteeism (e.g., talk with student and/or teacher, phone call or meet with parent)

**School representative:**

**Date(s)** **REQUIRED**:

1. List the reasons given by the parent/guardian/student for the absences.
2. Date(s) parent/guardian notified by mail that the student has missed an excessive number of days of school. *Attach a copy of the letter(s) sent.*
3. List strategies and dates of attempts to remedy absenteeism (e.g., positive behavior support plan,

schedule changes, modifications in transportation, mediation):

| **DATE/S:** | **STRATEGY** | **RESULTS** |
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1. Are there any other special circumstances that should be noted? ☐ No ☐ Yes (explain)
2. Is the student currently involved with juvenile court? ☐ No ☐ Yes (explain)
3. Is the student receiving counseling/other agency support? ☐ No ☐ Yes (explain)
4. Additional comments:
5. Attach attendance records, most recent report card, discipline records and/or any other applicable records.

**Please return this form to Doug Kussrow – COP Attendance Officer via email: kussrowd@copesd.org**