

REPORT OF UNEXCUSED ABSENCES
(As Defined in K.S.A. 72-977, 72-1111 & 72-1113)

USD: _____ SCHOOL: _____ PHONE: _____

DESIGNATED REPORTER: _____ TITLE: _____

STUDENT'S LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

ADDRESS _____ CITY, STATE, ZIP CODE _____

PARENT/GUARDIAN NAME _____ HOME PHONE _____

DOB _____ SEX _____ RACE _____ GRADE _____

Check if Special Education

LIST STEPS TAKEN TO ADDRESS ISSUE:

- Student made aware of attendance record.
Student encouraged to attend regularly.
- Student's parent/guardian notified. #Times: _____
- Student referred to school counselor.
- Conference(s) with student and parent.
- Student's class schedule has been reviewed.
- Student referred to school social worker.
- Student referred for other services.
- Home visits made by personnel.
#Times: _____

ADDITIONAL SOCIAL INFORMATION:

1. Extent of Attendance Problem:
 - 15 or more absences in current school year
 - 5 to 14 absences in current school year
 - 4 or less absences in current school year
2. Academic Standing:
 - Failing 2 or more classes
 - Failing no more than 1 class
 - Not failing any classes
3. Suspension History:
 - More than 3 suspensions
 - 1 to 3 suspensions
 - No suspensions
4. Runaway History (if known):
 - 3 or more known runaway episodes
 - 1 or 2 known runaway episodes
 - No known history of running away

NOTE: Feel free to attach additional comments on the back of this form or on a separate sheet of paper, if necessary.

CHECKLIST FOR DESIGNATED REPORTERS:

- Review attendance log to confirm student marked "unexcused" for at least 3 consecutive days, 5 days in a single semester, or 7 days in a single school year.
- Review attendance log to confirm days counted as "unexcused" are for "significant portions" of the school day as determined by school district policy.
- Review that a "notice letter" has been sent to the student's parent/guardian, informing them of the absences, and of the consequences of any further unexcused absences.
- Review attendance log to confirm that after receipt of letter, the student has an additional unexcused absence.
- Compile this report form, attendance log and copy of notice letter to be sent to District Attorney's Office.
Address: Johnson County District Attorney's Office, Juvenile Division, P.O. Box 728, Olathe, KS 66051.

DESIGNATED REPORTER SIGNATURE _____ DATE _____

STATE OF KANSAS

SS:

COUNTY OF JOHNSON

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public