



ATTENDANCE OFFICER REFERRAL FORM

This form is to be utilized for each student whose absenteeism has become chronic, and efforts by the school to correct the problem have been unsuccessful. Please forward this form to the Attendance Officer for the Livingstone Range School Division.

RE:

Student Name: _____

Date of Birth: _____

School: _____

Grade Level: _____

Address: _____

Home Phone: _____

Attach the Following:

1. Copy of attendance report and summary of days absent.
2. Documentation regarding efforts made by the school to correct the attendance problem.

Comments

Principal's Signature: _____

Date: _____