INTERVENTION AND REFERRAL SERVICES

SAMPLE ATTENDANCE FORM

Confidential

TO: ____
FROM: Intervention and Referral Services Team
REFERENCE: ____
DATE: ____

Please provide attendance data on the student named above for the time period of ______________ _____, _________ to ______________ _____, _________.

The attendance information either may be supplied on this form or in the standard format used by your office. Whichever format is used, please be sure to provide actual dates of absences; indicate whether the absences were excused or unexcused; and where possible, please cite explanations given for absences.

DATE OF ABSENCE	***EXCUSED***	***UNEXCUSED***	***EXPLANATION FOR ABSENCE***