

Student & Family Support Services. Attendance Program • Linn Benton Lincoln Education Service District

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***Referral for Attendance Service***

**Date: School: Referred By:**

**Current School Year**

**Student’s Legal Name: Enrollment Date:**

**DOB: Grade: Parent(s)/Guardian(s) Name:**

**Home Phone: Cell Phone: Work Phone: Msg. Phone:**

**Residential Address: City: Zip:**

**Mailing Address: City: Zip:**

**S*pecify Any Special/Alternative Program(s):***  **504**  **IEP**  **Alternative**

***Agency Involvement:***  **DHS**  **Juvenile Dept. - Probation Officer Name:**  **Other**

***Reason for Referral***

 Dropped from Rolls after 10 Days **Drop Date:**

 Excessive Unexcused / Irregular Attendance *(Equivalent to 4 Full-Day Absences in 4 Week Period.)*

 Never Enrolled for Current School Year

 Released from Home School for Non-Compliance **Enrollment Date: Release Date: The following are not violations of ORS 339.040 Compulsory Attendance Laws & cannot lead to citation:**

 Excessive Excused Attendance

 Excessive Tardiness

 Other:

***School Interventions Completed*** *\*Required Pre-Referral Interventions*

 \*Written Notification to Parents  ***(Please Attach Attendance and Correspondence to Referral)***

 \*If 10 Day Drop from Rolls, Attempted Verification of Student Truancy Issue Before Referral

 \*Who has Problem-Solved with Student to Improve Attendance?

 Phone/Personal Contact with Parents

 Other, please specify:

***Student Strengths/Interests:***

***Factors Associated with Irregular Attendance***

 Minimal to No Academic Progress

 Lack of Incentives or Competing Interests

 Health Issues

 Other Factors/Comments:

 Alienation from the School Environment

 Environmental Factors

***Attendance Services Requested***

 Meeting with Student to Develop Intervention Plan Based on Assessment, then Follow-up

 Parent Contact Regarding Irregular Attendance and Attendance Laws

 Home Visit to Assess Situation and Develop Plan for Regular Attendance, then Follow-up

 ***If there are any safety concerns, please specify*:**

 Begin Legal Intervention: **(a)** Send Formal Notice; **(b)** Monitor Progress; **(c)** Set Up Goal Setting Meeting with Parent;

**(d)** Issue Citation (**e)** Other Services Requested:

**For ESD Use Only**

 FL  FL Sp  Tardy  Excused  EI Letter  No FL  Over Age  Does Not Qualify

***White Copy: LBL Yellow Copy: School***