

LCS-9460-1162

**Attendance Tracking Form**

**NOTE:** **This form is to be initiated by the classroom teacher.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Name Teacher’s Name Referral Date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student’s Name and Student No.** | **Primary/Homeroom Teacher** | **Sex** | **Race** | **Date of Birth** |
|  |  | MaleFemale | Asian IslanderBlack MultiHispanic White |  |
|  |
|  **Parent(s)/Guardian(s) Name** | **Address – include Zip Code** | **Phone Numbers** |
|  |  | Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Days Absent \_\_\_\_/\_\_\_\_ Days Tardy \_\_\_\_/\_\_\_\_ Days Leaving Early \_\_\_\_/\_\_\_\_

 Unex Ex Unex Ex Unex Ex

**Teacher’s Attempts to Involve Parents**

|  |  |  |
| --- | --- | --- |
|  | **Dates** | **Results** |
| **Phone Calls** |  |  |
|  | **Dates** | **Results** |
| **Notes Sent Home** |  |  |
|  | **Dates** | **Results** |
| **E-mails** |  |  |
|  | **Dates** | **Results** |
| **Conferences** |  |  |

Teacher’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**Principal’s/Designee’s Attempts to Involve Parents**

|  |  |  |
| --- | --- | --- |
|  | **Dates** | **Results** |
| **Phone Calls** |  |  |
|  | **Dates** | **Results** |
| **Notes Sent Home** |  |  |
|  | **Dates** | **Results** |
| **E-mails** |  |  |
|  | **Dates** | **Results** |
| **Conferences** |  |  |

Principal’s/Designee’s Signature Date: \_\_\_\_\_\_\_\_\_

**Guidance Counselor’s Attempts to Involve Parents**

|  |  |  |
| --- | --- | --- |
|  | **Dates** | **Results** |
| **Student Conference** |  |  |
|  | **Dates** | **Results** |
| **Parent Conference** |  |  |

Guidance Counselor’s Signature Date: \_\_\_\_\_\_\_\_\_