USA School District
School Attendance Meeting Documentation

Student’s Name: _______________________________________________________________

Today’s Date: ________________________________  Age/DOB: _______________________

Parent’s Name: _______________________________________________________________

Parent’s Name: _______________________________________________________________

School Concerns/Why student is absent from school?

☐ School Anxieties  ☐ Peer Conflicts
☐ Skipping school  ☐ Bullying
☐ Missing Bus  ☐ Late to class
☐ Tired/Oversleep  ☐ Suspension
☐ Other: ____________  ☐ Expulsion

School Attendance Expectations:
1. Attend school and all assigned class periods.
2. Arrive on time. No late arrivals or early outs.
3. Follow all school rules.
4. Complete and turn in assignments on time.
5. Provide the school with medical documentation of illnesses/medical appointments. Non-contagious illnesses and appointments should be limited to less than ½ day absence. Parents: Notify school staff in the morning if your child is absent and provide a reason for the absence. Any and all absences after the school attendance meeting is held MUST BE DOCUMENTED.

Additional Notes:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student Signature: _____________________________________________________________

Parent Signature: ______________________________________________________________

School Administrator/Attendance Staff: _____________________________________________

Other: _________________________________________________________________________