

**The Village Charter School No. 473**

**STUDENTS**

**3040F2**

School Truancy Referral Form

**PART I**

Student \_\_\_\_\_,  
(last name) (first name) (middle name)

Grade: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone: \_\_\_\_\_ Wk. Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Father's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone: \_\_\_\_\_ Wk. Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Child resides with: \_\_\_\_\_

Address (if different than above): \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**PART II**

Enrollment Date: \_\_\_\_\_ Number of Tardies: \_\_\_\_\_

Number of Absences: With a Valid Excuse: \_\_\_\_\_ Without a Valid Excuse: \_\_\_\_\_

Dates Child was Absent from School without Valid Excuse:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suspension/Expulsion Dates: \_\_\_\_\_

Contacts with Parents, Actions Taken, and Outcomes (attach additional sheets if necessary):

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Advisory Letter Sent? No \_\_\_\_\_ Yes \_\_\_\_\_ Date: \_\_\_\_\_

School Representative (person who can testify to the identification of the child, enrollment, keeping of records, and content of records): \_\_\_\_\_

**PART III: REFERRING SCHOOL INFORMATION**

School Name: The Village Charter School

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
(Print name of person submitting report)

\_\_\_\_\_  
(Title and Position)

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(Phone)

(Signature)