



ST. HELENA PARISH SCHOOL DISTRICT

Board of Education

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District Vision: To create an equitable, productive school culture that increases student achievement, develops educator effectiveness, and builds public confidence.

NO SHOW FORM | Three and Five Consecutive-Day Reporting

STEP 1 – Homeroom Teacher fills out student information section.

_____	_____
Date	Student Name
_____	_____
Grade	Homeroom Teacher

Select One:

- ___ SHELC
- ___ SHATA
- ___ SHATA

STEP 2 – The Homeroom Teacher must try to contact the parent/guardian of the student on the third consecutive absent day. Submit this form to the front office on the 5th consecutive absent day.

The following efforts were taken by the Homeroom Teacher to locate the student prior to submitting this form:

1. _____ Parent/guardian contact - Date of attempt _____
2. _____ Family member(s) contact – Date of attempt _____

Step 3 – On the 5th consecutive absent day, the District Truancy Officer will collect the forms from each school and attempt to locate the student.

1. _____ Home visit – Date of visit _____
2. _____ Other _____

Results of attempt

SCHOOL SECRETARY - Check one that applies:

- _____ Student will return to SHPSD
- _____ Student has enrolled in another school system.
(Documents attached)

Homeroom Teacher's Signature

Principal's Signature

School Secretary

SIS Clerk