

HURON COUNTY ATTENDANCE OFFICER SERVICE REQUEST FORM

STUDENT'S NAME: _____ GRADE: _____

SCHOOL DISTRICT: _____ BUILDING: _____

TOTAL ABSENCES THIS SCHOOL YEAR: _____

Please check the boxes to indicate that the following steps have been taken:

- Meeting with student by teacher and/or school administrator
- School administrator contacted parent(s). Method of contact: in person phone mail
Additional Comments: _____
- Academic Difficulties (*If so, please include copy of most recent grades*)

Required Documentation Checklist:

- Student Information Sheet from Skyward
Include Student Profile Information, Emergency Contact, & Family Member Information
- Absence List from Skyward (*Time period = first day of school to present*)
- Copy of Absence Notification Letter sent to parent(s)

School Administrator

Date

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