

MECOSTA-OSCEOLA INTERMEDIATE SCHOOL DISTRICT

15760 190th Avenue, Big Rapids, Michigan 49307

Phone: (231) 796-3543

ATTENDANCE REFERRAL

DISTRICT _____ BUILDING _____

STUDENT _____ GENDER: M or F

ADDRESS _____ BIRTH DATE _____

CITY _____ ZIP _____ AGE _____ GRADE _____

COUNTY OF RESIDENCE _____ PHONE _____

FATHER _____ MOTHER _____

ADDRESS _____ ADDRESS _____

CITY _____ ZIP _____ CITY _____ ZIP _____

STUDENT RESIDES WITH _____

TOTAL ABSENCES _____ TOTAL UNEXCUSED ABSENCES _____

SUSPENDED _____ DAYS REASON FOR SUSPENSION _____

_____ CURRENTLY SUSPENDED? Y or N

SPEC. ED. Y or N IF "YES", INDICATE DISABILITY _____

SCHOOL ACTION TAKEN TO CORRECT ATTENDANCE PROBLEM: _____

CHECK ACTION(S) DESIRED TO BE TAKEN BY TRUANCY OFFICER:

___ OFFICIAL LETTER SENT TO PARENT(S) ___ SCHOOL VISIT WITH STUDENT

___ HOME VISIT/CONTACT PARENT ___ IMMEDIATE PETITION TO
PROBATE COURT

***ATTACH ATTENDANCE RECORD OR LIST OF DAYS ABSENT. INDICATE
THOSE DAYS ABSENT THAT ARE/WERE UNEXCUSED.

SIGNATURE _____ DATE _____

POSITION _____