

Student Name: _____ Teacher/Grade: _____ Date: _____

Attendance Monitoring Form

1. Print AdHoc Health Conditions with 6 or more absences report
2. Print Individual Student Profile Attendance Report of those students with less than 93% attendance
3. Pull actual excuses of students with less than 93% attendance
4. Determine reasons for absent events

_____ Doctor Note
_____ Parent Note with illness noted
_____ Parent note without illness noted
_____ No Excuse
_____ Dental Apt
_____ Therapy/Counseling
_____ Lice
_____ Vacation
_____ Funeral
_____ Personal
_____ Principal Excused
_____ Court
_____ Home Hospital
_____ Other

5. If greater than 3 absences with Asthma noted for reason

_____ Has Asthma Care Plan
_____ Has Inhaler Paperwork
_____ Frequent Inhaler Use at School
_____ Parent Phone Call
_____ Contact Physician
_____ Referral: _____ Administrators
_____ DPP
_____ FRYSC
_____ 504 Coordinator
_____ Parent/Guardian Meeting
_____ Other: _____

Comments:
