

Documentation of Student Dismissal Procedures

School: _____ **Teacher:** _____

Student: _____ **Last Date of Attendance:** _____

Number of Days Student Attended Program: _____

Number of Operational Days for the Program: _____

Reason for Request: *(check one)*

- _____ 1. Parent Request
- _____ 2. Violation of Attendance Policy

Parent Contact:

1. Parent Request

Date of Request: _____ Parent Name: _____

Reason for Request: _____

Date Submitted to Central Office: _____

2. Violation of Attendance Policy

Date of Initial Parent Contact: _____

Method and Individual Making Contact: _____

Results of Contact: _____

Date of Follow-up Parent Contact: _____

Method and Individual Making Contact: _____

Results of Contact: _____

Date of Follow-up Parent Contact: _____

Method and Individual Making Contact: _____

Results of Contact: _____

Date of Follow-up Parent Contact: _____

Method and Individual Making Contact: _____

Results of Contact: _____

Date of Follow-up Parent Contact: _____

Method and Individual Making Contact: _____

Results of Contact: _____

Date of Follow-up Parent Contact: _____

Method and Individual Making Contact: _____

Results of Contact: _____

Date Submitted to Central Office: _____