

STUDENT REFERRAL TO ROE 47 TAP

FAX: 815-288-5005

SCHOOL _____ SCHOOL PHONE NO. _____ COUNTY _____

STUDENT _____
LAST FIRST MIDDLE

ADDRESS _____ Student Identity # _____

CITY _____ ZIP CODE _____ PHONE # _____

AGE _____ DATE OF BIRTH _____ RACE _____ SEX: M F GRADE _____

Primary Language Spoken in Household: _____

Has the Student been identified as homeless? _____

WHO HAS CUSTODY OF STUDENT?	FATHER	MOTHER	GUARDIAN	OTHER
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FATHER'S NAME _____ ADDRESS _____ PHONE _____

FATHER'S EMPLOYER: NAME _____ CITY _____ PHONE _____

MOTHER'S NAME _____ ADDRESS _____ PHONE _____

MOTHER'S EMPLOYER: NAME _____ ADDRESS _____ PHONE _____

GUARDIAN'S NAME _____ ADDRESS _____ PHONE _____

REFERRAL ELIGIBILITY OF STUDENT: CHECK ONE TRUANT ____ (unexcused absences of last 180 days/5 days) CHRONIC TRUANT _____ (unexcused absences of 5% or more of last 180 days/9 days)
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THE FOLLOWING MUST BE COMPLETED OR THE REFERRAL FORM WILL BE RETURNED: ENROLLMENT DATE _____ Current School Year _____ <small>USE THIS FORMULA TO REPORT STUDENT'S PERCENTAGE OF ATTENDANCE FOR THE SCHOOL YEAR</small> Days present _____ divided by Days enrolled _____ Equals Attendance Percentage _____ % THE NUMBER OF UNEXCUSED ABSENCES IS _____ THE NUMBER OF EXCUSED ABSENCES IS _____
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ATTACH COPIES OF THE FOLLOWING:
SCHOOL NOTIFICATION LETTERS TO PARENT/GUARDIAN
COPY OF MOST RECENT ATTENDANCE RECORD
COPY OF TRANSCRIPT/REPORT CARD
CLASS/DAILY SCHEDULE
PERTINENT INFORMATION FROM SCHOOL NURSE REGARDING ABSENCES

Administering Office:
Regional Office of Education #47
Robert Sondgeroth, Regional Superintendent
Phone: 815-625-1495

STUDENT NAME: _____

NUMBER OF DAYS REPORTED ABSENT EACH SCHOOL YEAR:					
Grade	EA's	UA's	Grade	EA's	UA's
K	_____	_____	5	_____	_____
1	_____	_____	6	_____	_____
2	_____	_____	7	_____	_____
3	_____	_____	8	_____	_____
4	_____	_____	9	_____	_____

REPEATED GRADE (S) _____

SCHOOL SERVICES: DO ANY OF THESE APPLY? (If yes, please explain)

Special Education _____

Physical handicap _____

Recent death in family _____

New to district _____

Suspected substance abuse _____

Frequent change of schools _____

Recent divorce in family _____

Probation _____

DOCUMENTATION OF SERVICES PROVIDED BY SCHOOL PRIOR TO REFERRAL.

PLEASE INCLUDE DATES AND ATTACH ANY WRITTEN DOCUMENTATION TO THE TRUANCY REFERRAL FORM.

_____ Parent conferences _____

_____ Phone contacts _____

_____ Tutoring _____

_____ Medical Verification _____

_____ Attendance incentives _____

_____ Out of school counseling referral _____

_____ Social worker _____

_____ Letter contacts _____

_____ Schedule change _____

_____ Shorten schedule _____

_____ Homebound instruction _____

_____ DCFS hotline referral _____

_____ Alternative School/RSSP referral _____

_____ Other _____

COMMENTS REGARDING ATTITUDE OF STUDENT AND/OR PARENT and ADDITIONAL INFORMATION WHICH MAY HELP US WITH THIS CASE:

NOTE: School personnel must have made parent/guardian contact regarding student's attendance within the month prior to referral to ROE 47 TAP.

Submitted by: _____ Date: _____

School Administrator: _____ Date: _____