

## Truancy Referral/Scheduling Intake Form

Date: \_\_\_\_\_ School: \_\_\_\_\_

Student Name: \_\_\_\_\_

Birthdate: (mm/dd/yyyy) \_\_\_\_\_ Age: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Total Absences: \_\_\_\_\_ Total Tardies: \_\_\_\_\_

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### Parent/Guardian 1:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Primary Language: \_\_\_\_\_

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### Parent/Guardian 2:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Primary Language: \_\_\_\_\_

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### School Official, Representative, or Administrator:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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Brief description of the Issue, Concern, or Dispute regarding: **Truancy/Attendance**

Dates/Times available for Mediation:

Location for Mediation: \_\_\_\_\_

Additional Information: (Other siblings in same school? Additional participants? Educational credit issues? Work hours? Community service? Has a court case been filed, and if so, when?)