



Consecutive Absence Form

(For currently enrolled students)

Student Name _____

Site Name _____

Dates of absences _____ Teacher _____ Has this child been withdrawn? Yes No

		Additional Comments	Signature and Date
Third Absence	STEPS Call all phone numbers provided. Teacher notifies Director	OUTCOME <input type="checkbox"/> Contact made <input type="checkbox"/> Messages left <input type="checkbox"/> No contact or message	
			TEACHER OR DIRECTOR
Fifth Absence	STEPS Phone call to all parent contact numbers and emergency contacts if no response from parent	OUTCOME <input type="checkbox"/> Contact/message-parent <input type="checkbox"/> Contact /message-Emergency Contact <input type="checkbox"/> No contact or message	
			TEACHER OR DIRECTOR
Sixth Absence	STEPS Contact Social Worker and identify next steps	OUTCOME <input type="checkbox"/> E-mail sent to social worker <input type="checkbox"/> Voice message left for social worker	
			DIRECTOR
Seventh and Eighth Absence	STEPS Home Visit-bring "Notice of Withdrawal" and review with parent. Leave "Notice of Withdrawal" if no answer.	OUTCOME <input type="checkbox"/> Contact made <input type="checkbox"/> Message or Notice of Withdrawal left at home <input type="checkbox"/> Unable to contact or message	
			SOCIAL WORKER, TEACHER, or DIRECTOR
Ninth Absence	STEPS Contact MECK Pre-K Administration, identify next steps	OUTCOME <input type="checkbox"/> Email sent <input type="checkbox"/> Voice message left <input type="checkbox"/> No contact or message	
			SOCIAL WORKER, TEACHER, or DIRECTOR
Tenth Absence	STEPS If this is the 10 th consecutive Absence, submit this form to the MECK Pre-K office with the Student Withdrawal Form.	OUTCOME <input type="checkbox"/> Hand delivered <input type="checkbox"/> faxed to MECK Pre-K office	
			DIRECTOR

Director's Signature _____

Teacher's Signature _____