

# ATTENDANCE REFERRAL

Teachers I need your help. As you may recall I am unable to acquire accurate absence lists from ISIS. Subsequently, **I do know that a student has been absent or has overall poor attendance until you inform me.** Could you please provide me with a list of students you are concerned about? Include students who have been absent for 4 and more consecutive days or have an overall pattern of poor attendance.

Thank You, Kristen Harrison, PSA

TEACHER'S NAME: \_\_\_\_\_

STUDENTS: \_\_\_\_\_

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Please return to Ms. Harrison in the attendance office. Thank You.