

SCHOOL ATTENDANCE / ENROLLMENT VERIFICATION

DUE DATE: _____

STUDENT NAME: _____

DATE OF BIRTH: _____

(PARENT/CARETAKER RELATIVE/18 YEAR OLD STUDENT AUTHORIZATION FOR RELEASE OF SCHOOL INFORMATION)

I hereby authorize 1) the school to release the attendance/enrollment information required herein for the above named student and 2) the Department of Public Social Services (DPSS) to contact the school concerning attendance or enrollment. Parent/caretaker relative/18 year old signature: _____ Date: _____

ATTENTION SCHOOL PERSONNEL: Part A or Part B will be checked by DPSS for completion. Please verify the attendance or enrollment information requested (as indicated). Place an X next to the status verified, affix the school stamp or label, and write your name, title, telephone and date. Please use ink. The guidelines for determining attendance status approved by the County Office of Education (COE) are printed on the reverse of this form.

PART A - INITIAL ATTENDANCE REQUEST/FOLLOW-UP TO PREVIOUS REPORT OF NOT IN REGULAR ATTENDANCE

(For School or Training Program use only) DATE REC'D: _____
THE ABOVE NAMED STUDENT: _____ IN REGULAR ATTENDANCE
_____ NOT IN REGULAR ATTENDANCE
Comment: _____
(Place school stamp or label here)
Signature: _____ Date: _____
Title: _____ Telephone: () _____

PART B - ENROLLMENT VERIFICATION REQUEST

(For School or Training Program use only) DATE REC'D: _____
FOR ALL CHILDREN - USING YOUR SCHOOL'S DEFINITION OF ENROLLMENT, IS THE ABOVE NAMED STUDENT:
1. ENROLLED IN A FULL-TIME PROGRAM? YES NO
2. NO RECORD
FOR CHILDREN WHO ARE OR WILL BE 18 IN THE NEXT TWO MONTHS (SEE BIRTHDATE ABOVE), IS THE STUDENT:
3. A HIGH SCHOOL STUDENT? YES NO
4. IN VOCATIONAL OR TECHINCAL TRAINING WHICH CANNOT RESULT IN A COLLEGE DEGREE?
5. EXPECTED TO GRADUATE HIGH SCHOOL OR TO COMPLETE THE TRAINING PROGRAM BEFORE AGE 19?
6. IF THE STUDENT IS NOT GOING TO GRADUATE BEFORE AGE 19, DOES THE STUDENT HAVE OR HAS EVER HAD AN INDIVIDUAL EDUCATION PLAN (IEP), SECTION 504 ACCOMMODATION PLAN/ SECTION 504 PLAN IN PLACE? (IF SO, ATTACH A COPY.)
(Place school stamp or label here)
Signature: _____ Date: _____
Title: _____ Telephone: () _____

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Form Instructions:

Eligibility Worker:

- a. Initiate the form in duplicate.
- b. Enter the student name and date of birth.
- c. Place an "X" in front of PART A if this is an initial attendance request or a follow-up request to a previous report of a child not in regular attendance.
- d. Place an "X" in front of PART B if this is an enrollment verification request.
- e. Have parent/caretaker relative/18 year old student sign and date the release of information box.
- f. Give the original form to the parent/caretaker and advise about the 30 day grace period, good cause reasons for failure to return the form, and financial penalties.
- g. File a copy of the form in the case and control for receipt.
- h. For the initial attendance request (PART A), if the form is returned "**REGULAR ATTENDANCE**" verified, file and discard the case copy.
- i. If the initial attendance request is returned "**NOT IN REGULAR ATTENDANCE**" verified, file and discard the case copy and give or mail the parent/caretaker relative a new form with "**FOLLOW-UP TO PREVIOUS REPORT OF NOT IN REGULAR ATTENDANCE**" highlighted.
- j. File a copy of the follow-up request in the case and control for receipt of the form. At the bottom of the form on the case copy, write the date that the follow-up request form was provided to the parent/caretaker relative. If the Comment line indicates the attendance record is in dispute, follow "good cause" instructions in CW policy 40-105.5.
- k. Have parent/caretaker relative take the follow-up request to the school for completion after 20 school days of the receipt of the initial attendance request.

Guidelines for school staff as approved by California Office of Education:

- a. Receive the form from the parent/caretaker relative. Ensure that the release of information box is signed.
- b. If **PART A** is checked/requested, determine from attendance records that the student is "**IN REGULAR ATTENDANCE**" as follows:
During the most recent 60 school days, the student:
 1. Was absent nine (9) or fewer days; or
 2. Was absent more than nine (9) days but reason for the absences in excess of (9) days were due to one or more of the following excusable categories:
 - a. Illness verified by a parent/guardian;
 - b. Medical appointment verified by a statement from a doctor, parent, or guardian;
 - c. Appointment verified for immunization shots (up to five days allowed);
 - d. Attendance at a funeral within the State for one day and outside the State for three days; or
 - e. Other excused absences approved by school authorities.

Students whose attendance does not meet the criteria in 1 or 2 above are "**NOT IN REGULAR ATTENDANCE**." However, if the attendance record is being disputed by the parent/caretaker relative, then "attendance record in dispute" should be noted on the Comment line. In dispute cases, do not check "**REGULAR ATTENDANCE**" or "**NOT IN REGULAR ATTENDANCE**."

If **PART A** is a follow-up to a previous report, determine that the student is now in regular attendance as follows: During the most recent 20 school days prior to receipt of the form from the parent/caretaker, the student:

1. Was absent three (3) or fewer days; or
2. Was absent more than three (3) days but any absences in excess of 3 days were due to one of the excusable categories cited above.

If the guidelines in 1 or 2 have not been met, PART A follow-up cannot be completed. Return/mail the form to the parent/caretaker relative and advise that person to return the form to the school when they believe that the student has met the "**IN REGULAR ATTENDANCE**" criteria stated in 1 or 2.

- c. If **PART B** is checked/requested:
Determine if the student:
 1. Is enrolled in a full-time program.
 2. Has no record.

If the student is or will be 18 in the next two months, determine if the student is:

3. A high school student; or in vocational or technical training which cannot result in a college degree.
4. Expected to graduate high school or to complete the training program before age 19; or if the student is not going to graduate before age 19, does the student have or ever had an Individual Education Plan (IEP), Section 504 Accommodation Plan or Section 504 Plan in place.

IMPORTANT! THE PARENT/CARETAKER MUST WAIT AN ADDITIONAL 20 SCHOOL DAYS BEFORE RETURNING TO SCHOOL TO REQUEST ANOTHER ATTENDANCE REVIEW. REVIEW PERIODS MUST NOT OVERLAP.

- d. Complete the information in PARTS A or B as indicated. Return/mail the completed form to the parent/caretaker relative. At the parent's/caretaker relative's request, the school may mail the form to the DPSS office shown at the top of the form and to the attention of the Eligibility Worker/File Number. If school policy, file a copy in school records.