



Uncharted Shores Academy

330 E Street, Crescent City, CA 95531

(707) 464-9828

ATTENDANCE/ACADEMIC REFERRAL TO ADMINISTRATOR

Student: _____

Grade: _____

Teacher: _____

Date: _____

This student is being referred for:

____ Lack of Engagement in Educational Activities. Days Missing Attendance Credit: _____

____ Lack of Progress. Student is showing a lack of effort in one or more *academic* subjects this term.

The following steps have already been taken prior to referring to administrator:

____ Teacher has completed a Warning Notice, delivered it to the parent, and provided administrator with a copy of the notice

____ Parent has been contacted by phone or in person

____ The student was placed on probation and a conference with parents, teacher, administrator, and student has been held

____ Weekly progress reports have been made available to the parent during the probationary period

If the above steps have already been completed, and there was no improvement, please submit this notice to the administrator for further action. The administrator will return a copy of this notice after the following action has been taken:

____ The Truancy Officer has been notified and parent has been warned of the consequences of non-attendance. Please continue to monitor attendance and provide notices of non-attendance.

____ An IEP meeting for the student has been scheduled to address a change in placement to a classroom-based school.

____ Parent has been notified that the student must be enrolled to a classroom-based school and mailed a letter requesting the student enroll in his/her assigned district school. The letter and attendance reports have been sent to the district for follow up.