

Attendance Child Study Form

2025-26

Date: _____ Student Name: _____

Student #: _____ Grade: _____

2024-25 % of days present: _____ # of unexcused absences: _____

2025-26 % of days present: _____ # of unexcused absences: _____

Parental explanation for absences:

Factors contributing to Absenteeism

School/Academic:

- ☐ Transportation
- ☐ Poor academic performance
- ☐ Frequent school changes
- ☐ Motivation
- ☐ Behavioral concerns
- ☐ Bullying/perceived bullying

Social/Emotional:

- ☐ Social Changes
- ☐ Trauma
- ☐ Mental Health Concerns

Health/Medical:

- ☐ Lacking access to medical/dental
- ☐ Medical condition

Home/Familial:

- ☐ Food insecurity
- ☐ Health concerns of caregiver
- ☐ Family responsibilities
- ☐ Housing instability
- ☐ Custody
- ☐ Family conflict
- ☐ Other basic needs

Interventions

- ☐ Academic intervention: _____
- ☐ Tutoring: _____
- ☐ Mentoring: _____
- ☐ FIT assessment: _____
- ☐ Referral to community agency: _____
- ☐ Referral for mental health counseling: _____
- ☐ Referral to school nurse: _____
- ☐ Increased parental communication: _____
- ☐ Behavior support/contract: _____
- ☐ Attendance contract: _____ Review Date: _____
- ☐ MTSS review: _____ Date: _____
- ☐ Other: _____

Participant Signatures

Parent/Guardian (Print & Sign): _____ (if applicable)
Assistant Principal/School Guidance Counselor: _____
Social Worker: _____
Other participants: _____

Worksheet: Understanding the root causes for student absenteeism

Use these questions to help identify the likely causes of absenteeism for a student who is chronically absent in your class. Understanding the root causes for missing too much school can help determine the best course of action. Is this something that you can help your student and his/her family overcome? Or is there an underlying issue that requires additional support, perhaps from the school social worker or guidance counselor?

Academic Conditions	
Is the student struggling academically? Consider what skills and content the student has missed as a result of his or her absences as well as other instructional needs.	Y / N
Does the student need accommodations to benefit from classroom instructions? (e.g. peer support, access to computer, breaks, material presented in different ways)	Y / N
Does the student have language or communication challenges?	Y / N
Does the student struggle with organizational tasks?	Y / N
Are there barriers to homework completion?	Y / N
Do you suspect that the student has an unidentified disability?	Y / N
Safety Concerns	
Have there been any reports of bullying?	Y / N
Is the student exposed to race, disability, cultural or LGBTQ biases?	Y / N
Social Dynamics	
Does the student get to avoid difficult social or academic situations by staying away from school?	Y / N
Are transitions difficult for the student? (e.g. entering the school building, moving from class to class)	Y / N
Home Situation	
Do the parents/guardians recognize the importance of and support regular school attendance?	Y / N
Are there problems in the home that contribute to frequent absences? (e.g., parental illness, homelessness, joblessness, child care, needed health or mental health services for parent/caregiver)	Y / N
Health Status	
Are there conditions in the classroom, cafeteria or other school areas that affect the student's health or safety? (e.g. mold or other asthma triggers, animal dander, food allergens)	Y / N
Does the student exhibit anxiety due to separation from parent / caregiver?	Y / N
Does the student require health or mental health-related treatment that interferes with attendance?	Y / N
School Culture	
Are there any clubs, programs or resources during the school day and after school that might help engage the student?	Y / N
Is there a caring adult at the school that could mentor the student?	Y / N
Student Voice	
Has the student identified the reasons for missing school?	Y / N
Parent Voice	
Have you met with the parent/caregiver to discuss attendance concerns?	Y / N
Has the parent/caregiver identified specific barriers to attendance?	Y / N
Are there cultural, language, or other types of barriers that require extra effort on the part of the school to work with the parent/caregiver?	Y / N
Attendance Barriers for Students with Identified Disabilities	
Has the IEP/504 team met recently to review and revise the student's educational plan?	Y / N
Are the instructional and behavioral supports the rights ones?	Y / N

Attendance