



## Notice of Referral to Attendance Board Package

This package contains suggestions for dealing with non-attendance at the local level and **Form 1** for making a referral to the Attendance Board.

### General Practices to support Student Attendance

1. Local policies recognize and emphasize the importance of regular and punctual attendance.
2. School practices and guidelines reflect specific expectations and procedures for addressing absenteeism.
3. Students and parents are well informed of attendance problems and consequences as situations emerge.
4. Schools make all reasonable efforts at the jurisdiction level to address attendance issues before making a referral to the Attendance Board.

### Specific Considerations Before You Make a Referral

1. Is the student's absenteeism a recent development or was attendance an issue in previous years?
2. Are you certain that the student's parents have been well informed?
3. Has the student been placed in an appropriate education program? Have the necessary supports been provided to ensure an opportunity to succeed?
4. Has the school counsellor/jurisdiction counselling services been involved?
5. Has the need for involvement of other internal or external agencies been considered? Have any support agencies been notified and involved?
6. Have you met at the home or school with the student, parents, staff and other agencies to identify the cause or causes for non-attendance, develop an individualized attendance improvement plan or attendance contract with the student, and/or explore alternative educational placements?
7. Have all efforts to address the attendance been documented?

**Note:** Referrals received after May 1 in a school year may not result in formal action unless there are exceptional circumstances.

Notice of Referral – Attendance Board

**ATTENDANCE BOARD – NOTICE OF REFERRAL**  
**School Act, Section 15**

PURSUANT to the provisions of Section 15 of the **School Act**, the matter of

\_\_\_\_\_ Student Name

an individual required to attend school under Section 13, is hereby referred to the Attendance Board.

<b>A. Student</b>		
	/ /	M <input type="checkbox"/> F <input type="checkbox"/>
Name of Student	Date of Birth (M/D/Y)	Sex
Current Grade/Program	Current School Attended	
Alberta Education Student Identification #: _____		
Please attach a photo (scanned/photocopy) of student if available.		

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**B. Name and Address of Parents/Guardians** (include all parents/guardians you are aware of)

Parent/Guardian # 1

Name: \_\_\_\_\_

Street \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Include Legal Land Description if in rural area

\_\_\_\_\_  
\_\_\_\_\_

Telephone numbers:

Residence: \_\_\_\_\_ Work: \_\_\_\_\_ Cellular: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Parent/Guardian # 2

Name: \_\_\_\_\_

Street \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Include Legal Land Description if in rural area

\_\_\_\_\_  
\_\_\_\_\_

Telephone numbers:

Residence: \_\_\_\_\_ Work: \_\_\_\_\_ Cellular: \_\_\_\_\_

E-mail address(es): \_\_\_\_\_

\*\*\*The student resides with \_\_\_\_\_

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### C. Attendance History

Please provide the following calculations for the current and previous years.

Express as % of absences/lates out of the total possible for that time period.

#### **CURRENT YEAR**

#### **PREVIOUS YEAR(S)**

Time Period:

From (mm/dd/yr): \_\_\_\_\_

Time Period:

From (mm/dd/yr): \_\_\_\_\_

To (mm/dd/yr): \_\_\_\_\_

To (mm/dd/yr): \_\_\_\_\_

	<b>% Absent/Late</b>
Absences	
Lates	

	<b>% Absent/Late</b>
Absences	
Lates	

### D. Required Actions for an Attendance Officer/School Official Prior to Referral to the Attendance Board

Please indicate which **required** measures were completed to address the attendance problem (please check off 'yes' or 'no'):

Telephone calls to home: Yes  No

Letters informing parents of the situation: Yes  No

Meetings with the student: Yes  No

Meetings with the parent(s): Yes  No

Other Measures (please specify):

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**E. Other Details Required for Hearing**

Student's current level of academic achievement and intellectual abilities; document any educational issues or factors affecting school attendance.

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**Witnesses**

Besides the parent(s) and child, who else should be in attendance at the hearing to provide evidence? **NOTE: school representation is required.**

Name	Position/Title	Telephone #	Fax#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**F. Declaration**

In the opinion of the school authority, attempts to enforce school attendance of

\_\_\_\_\_ Student Name

under Section 126 of the **School Act** have not been effective.

\_\_\_\_\_ Name

\_\_\_\_\_ Telephone

\_\_\_\_\_ Position

\_\_\_\_\_ Fax

\_\_\_\_\_ School Authority

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note:** Referrals received after May 1 in a school year may not result in formal action unless there are exceptional circumstances.

Complete **Form 1** and submit to:

Attendance Board  
Alberta Education  
8<sup>th</sup> Floor, 44 Capital Boulevard  
10044 – 108 Street N.W.  
Edmonton, AB T5J 5E6  
Phone: (780) 644-2980  
Fax: (780) 427-5930

or

Attendance Board  
Alberta Education  
2620 AMEC Place  
801 – 6 Avenue S.W.  
Calgary, AB T2P 3W2  
Phone: (403) 297-6355  
Fax: (403) 297-3842