

## ATTENDANCE ACCOUNTABILITY WEEKLY STATUS REPORT

**Note:** Your weekly activities run from Wednesday through Tuesday. Ask each team member to submit an individual report at every Tuesday meeting. Collate all reports into one and send it with your meeting attendance sheet to Mickey Torres at fax number 966-6369.

School: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_ Report period from: \_\_\_\_\_ to \_\_\_\_\_  
(Wednesday) (Tuesday)

I. Progress report for this report period (Based on reports from each member of the team):

\_\_\_\_ Home visits      \_\_\_\_ Parent conferences      \_\_\_\_ Suspensions\*      \_\_\_\_ Counseling      \_\_\_\_ Referrals      \_\_\_\_ TO Slips  
\_\_\_\_ Court referrals      \_\_\_\_ Number of tracking form entries      \_\_\_\_ Other:  
\_\_\_\_ Other: \_\_\_\_\_      \_\_\_\_ Other: \_\_\_\_\_

Impact of those services: \_\_\_\_\_  
\_\_\_\_\_

II. Review of monthly excessive absence report (a copy will be sent to your school at the end of each month and will run from month to month):  
Number of students in last excessive absence list      Number of students who improved attendance

Results of review: \_\_\_\_\_  
\_\_\_\_\_

III. Corrective actions and individuals assigned (New assignments for next week):

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

IV. Other (any relevant information not contained in items I to III above)

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

Chairperson: \_\_\_\_\_

Principal: \_\_\_\_\_

*\*Chairperson: Enter the number of suspensions from past excessive absence reports. Remember to add all previous months.*