

**Millington Alternative Learning Center  
School Attendance Meeting Documentation**

**Student's Name:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_ **Age/DOB:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**School Concerns/Why student is absent from school?**

- |   |   |
|---|---|
| <input type="checkbox"/> School Anxieties | <input type="checkbox"/> Peer Conflicts |
| <input type="checkbox"/> Skipping school  | <input type="checkbox"/> Bullying       |
| <input type="checkbox"/> Missing Bus      | <input type="checkbox"/> Late to class  |
| <input type="checkbox"/> Tired/Oversleep  | <input type="checkbox"/> Suspension     |
| <input type="checkbox"/> Other: _____     | <input type="checkbox"/> Expulsion      |

**School Attendance Expectations:**

1. Attend school and all assigned class periods.
2. Arrive on time. No late arrivals or early outs.
3. Follow all school rules.
4. Complete and turn in assignments on time.
5. **Provide the school with medical documentation of illnesses/medical appointments.** Non-contagious illnesses and appointments should be limited to less than 1/2 day absence. Parents: Notify school staff in the morning if your child is absent and provide a reason for the absence. Any and all absences after the school attendance meeting is held **MUST BE DOCUMENTED.**

**Additional Notes:**

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

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

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

**School Administrator/Attendance Staff:** \_\_\_\_\_

**Other:** \_\_\_\_\_