

# The Focus on Attendance Partnership

## Allegheny County Educational Success & Truancy Prevention Referral Form



Provide information below for student and **siblings in the district** that are experiencing poor school attendance.

	Student's Name & PA Secure ID:		Sibling's Name & PA Secure ID:		Sibling's Name & PA Secure ID:		Sibling's Name & PA Secure ID:	
Date of Birth								
Race / Gender								
Home School District								
School Building & Grade								
School Contact Person								
Individual Education Plan Yes/No	Yes	No	Yes	No	Yes	No	Yes	No
Number of Days Missed								
	unexcused	total						
Credits Earned & Credits Needed to Graduate								
Reason for Nonattendance: Family/Child's Explanation:								
Caregiver's Name:  Home Address:  Contact Number:   <div style="text-align: right;">Date of Referral:</div>								

**Awake... Attend... Achieve**

Referral Email: [Focus\\_Attendance@alleghenycounty.us](mailto:Focus_Attendance@alleghenycounty.us)

Back-up Fax - Attn: Samantha Murphy 412-350-4004

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Please check all that apply

What interventions has the district tried so far?

**Note:** Schools should document and maintain a record of all communications, including telephone calls, written correspondence, and any other documents used.

- SAP  Attendance Contract  Schedule Adjustment  Referral to OBH - School Based Liaison  
 In-School Conferences  Home Visits  Phone/Emails

Citation Filed: Yes  No

Date Citation Filed:

Next Pending Hearing Date:

Magisterial District Judge:

Referred to Focus by Judge: Yes  No

Additional Information - Outside Provider Information – Family/Child's Strengths/Challenges:

## Family / Child Permission

By checking the yes box below, the family understands that they are being referred to the Department of Human Services (DHS) for additional support. Once referred, a DHS agency provider will be assigned to work with the family in the home and school to address the underlying issue of poor school attendance.

Caregiver agreed: Yes  No

Date:

Child agreed: Yes  No

Date:

Date sent to FOCUS:

**Form will be  
returned if fields  
are left blank.**

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