



ST. HELENA PARISH SCHOOL DISTRICT

A Relentless Pursuit of Excellence

NO SHOW FORM | Three and Five Consecutive-Day Reporting

STEP 1 – Homeroom Teacher fills out student information section.

Date School

Student Name Grade

Homeroom Teacher

STEP 2 – The Homeroom Teacher must try to contact the parent/guardian of the student on the third consecutive absent day. Submit this form to the front office on the 5th consecutive absent day.

The following efforts were taken by the Homeroom Teacher to locate the student prior to submitting this form:

1. _____ Parent/guardian contact - Date of attempt _____
2. _____ Family member(s) contact – Date of attempt _____

Step 3 – On the 5th consecutive absent day, the District Truancy Officer will collect the forms from each school and attempt to locate the student.

1. _____ Home visit – Date of visit _____
2. _____ Other _____

Results of attempt

SCHOOL SECRETARY - Check one that applies:

_____ Homeroom Teacher's Signature

_____ Student will return to SHPSD

_____ Principal's Signature

_____ Student has enrolled in another school system.
(Documents attached)

_____ Superintendent

_____ School Secretary

_____ SIS Clerk