SCHOOL-MADE AND RECEIVED ABSENT STUDENT NOTIFICATION PHONE CALLS

- Record all phone calls from parents/guardians notifying the school of a student absence. Do not phone an absent student notification to these homes.
- Record all school-made absent student notification phone calls to the parents/guardians. The school must phone the homes of all students coded unexcused absent within the second hour of the school day.

DATE	TIME	STUDENT NAME	ROOM	RESULT OF CALL TO HOME OR MESSAGE FROM HOME (Wrong Number, Disconnected, Left Voice Mail Message, Spoke to who)

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