

**INSTRUCTIONS FOR PPS 1006, REPORT OF UNEXCUSED SCHOOL ABSENCES**

(To be completed by school personnel)

Attention School Reporter: Please complete as many sections as you can.

1. USD #: Self-explanatory
2. School: Name of school that student attends
3. Telephone: School telephone number
4. Contact Person: Name of person DCF should contact regarding this student.  
(This person may or may not be the designated reporter.)
5. Title: Self-explanatory
6. Student: Self-explanatory
7. Number of Previous Reports: Refers to reports to DCF on this student during current semester.
8. DOB: Self-explanatory
9. Sex: Self-explanatory
10. Race: Self-explanatory
11. Grade: Self-explanatory
12. Parent/Custodian: Name of person(s) responsible for child attending school
13. Address: Self-explanatory
14. Home Phone: Self-explanatory
15. Work Address: Self-explanatory
16. Work Phone: Self-explanatory
17. Dates Absent: Give dates of student's unexcused absences being reported on this report.
18. Semester: Self-explanatory
19. through 29: Check each item relevant to action taken by your school concerning this student/family. Some items may be inapplicable to your school and may be

marked N/A. This information will be helpful to DCF staff in working with the family.

30. through 33.

Self-explanatory

