





STUDENT ATTENDANCE & DISCIPLINE STATEMENT

To School Administrator (Principal, Dean, Administrator):

The student listed below is being considered for admission to Providence St. Mel School. We are seeking his/her discipline and attendance information. Please provide the requested information and return to Providence St. Mel School. Your cooperation is greatly appreciated.

Student Name:

Name: _____ School: _____ Current Grade: _____

Parent Name: _____ Parent Signature: _____

School Administrator completing this section:

_____	_____	_____
Name	Title	Phone
_____	_____	
Signature	Date	

Years in attendance: _____ to _____

For the most current school year: Days Absent: _____ Days Tardy: _____

Has the student ever been involved in any of the following incidents?
 (If the answer is yes, please indicate the number of times such incident has occurred.)

<input type="checkbox"/> Truancy from class	NO	YES	Number of occurrences _____
<input type="checkbox"/> Truancy from school	NO	YES	Number of occurrences _____
<input type="checkbox"/> Fighting	NO	YES	Number of occurrences _____
<input type="checkbox"/> Theft	NO	YES	Number of occurrences _____
<input type="checkbox"/> Possession/Use of weapons	NO	YES	Number of occurrences _____
<input type="checkbox"/> Possession of alcohol/drugs	NO	YES	Number of occurrences _____
<input type="checkbox"/> Selling of drugs/drug paraphernalia	NO	YES	Number of occurrences _____
<input type="checkbox"/> Disrespect to teachers/school staff	NO	YES	Number of occurrences _____
<input type="checkbox"/> Disorderly conduct	NO	YES	Number of occurrences _____
<input type="checkbox"/> Has the student ever been suspended?	NO	YES	Number of occurrences _____
<input type="checkbox"/> Has the student been expelled?	NO	YES	Number of occurrences _____

☐ Would you allow this student to return to your school? YES NO

Please attach specific and pertinent details to any affirmative responses to the above statements or comment below.

