

**STEPHENVILLE POLICE DEPARTMENT**  
**FAIL TO ATTEND SCHOOL REPORT**

**FOR POLICE USE ONLY**

CASE NUMBER: \_\_\_\_\_ OFFENSE: **FAILURE TO ATTEND SCHOOL P.C. 25.094 CM**  
DATE REPORT RECEIVED: \_\_\_\_\_ U.C.R. : \_\_\_\_\_  
OFFICER'S REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_ MEETS CRITERIA FOR CITATION: YES \_\_\_ NO \_\_\_  
SUPERVISOR'S REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_ MEETS CRITERIA FOR FILING: YES \_\_\_ NO \_\_\_  
CITATION ISSUED: YES \_\_\_ NO \_\_\_ CITATION NUMBER: \_\_\_\_\_ CASE STATUS: \_\_\_\_\_  
OFFICER ASSIGNED: \_\_\_\_\_ ID# \_\_\_\_\_

**THIS REPORT MUST BE COMPLETED BEFORE BEING SUBMITTED TO THE  
STEPHENVILLE POLICE DEPARTMENT**

**PLEASE PRINT LEGIBLY**

**(A) SCHOOL INFORMATION**

DATE REPORTED: \_\_\_\_\_  
SCHOOL NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
PRINCIPAL'S NAME \_\_\_\_\_ CONTACT PHONE NUMBER: \_\_\_\_\_

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**(B) REPORTING PERSON INFORMATION**

NAME: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ DRIVER'S LICENSE # / STATE: \_\_\_\_\_  
CIRCLE ONE: MALE FEMALE SOCIAL SECURITY # \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
HOME PHONE # \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_  
BUSINESS NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

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**(C) NONCOMPLIANT STUDENT INFORMATION**

NAME: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ DRIVER'S LICENSE # / STATE: \_\_\_\_\_  
CIRCLE ONE: MALE FEMALE SOCIAL SECURITY # \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
HOME PHONE # \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_  
BUSINESS NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

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**D.        THIS SECTION TO BE FILLED OUT BY ATTENDENCE OFFICER.**

*PLEASE CHECK "YES" OR "NO" BELOW AND PROVIDE THE REQUIRED INFORMATION IN THE BLANKS.*

1. Is the student required to attend school under Section 25.085 of the Education Code?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
2. Is the student a child who is at least six years of age and who has not yet reached the student's 18th birthday?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
3. Is the student enrolled in an extended-year program for which the student is eligible that is provided by the district for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district under the Education Code?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
4. Is the student enrolled in an accelerated reading instruction program to which the student is assigned under the Education Code?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
5. Is the student enrolled in an accelerated instruction program to which the student is assigned under Section the Education Code?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
6. Is the student enrolled in a basic skills program to which the student is assigned under the Education Code?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
7. Is the student enrolled in a summer program provided under the Education Code?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
8. Is the student enrolled a person who voluntarily enrolls in school or voluntarily attends school after the person's 18th birthday?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
9. Has the student failed to attend school on 10 or more days or parts of days within a six-month period in the same school year?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes then list Dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Has the student failed to attended school on three or more days or parts of days within a four-week period?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes then list Dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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11. Is one or more of the absences excused?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes then list Dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Has the School Attendance Officer made a home visit?  
Yes \_\_\_\_\_ No \_\_\_\_\_

a) If no, has the School Attendance Officer contacted the parent of the student who is in violation of compulsory school attendance requirements?  
Yes \_\_\_\_\_ No \_\_\_\_\_

b) How was contact made?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Required Documents**

- \_\_\_\_\_ 1. Current copy of Student's attendance record.
- \_\_\_\_\_ 2. Copies of all correspondence to parent or guardian.
- \_\_\_\_\_ 3. Copies of all notes to include but not limited to: telephone notes, call logs, documentation of home visit.
- \_\_\_\_\_ 4. Copies of any written or verbal warnings given to student.

**E. CHECK ONE: WILL PROSECUTE \_\_\_\_\_ WILL NOT PROSECUTE \_\_\_\_\_**

<b>I UNDERSTAND THAT MAKING A FALSE REPORT TO A POLICE AGENCY IS A CLASS 'B' MISDEMEANOR, PUNISHABLE BY UP TO 180 DAYS IN THE COUNTY JAIL AND /OR A FINE NOT TO EXCEED \$2,000.00.</b>
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SIGNATURE OF REPORTING PERSON: \_\_\_\_\_

SIGNATURE OF ATTENDANCE OFFICER: \_\_\_\_\_

**PLEASE CALL THE STEPHENVILLE POLICE DEPARTMENT WHEN THIS REPORT IS READY TO BE FILED.**

**This form may be copied or downloaded at [www.stephenvillepolice.org](http://www.stephenvillepolice.org).**