

DOWNRIVER CAREER TECHNICAL CONSORTIUM  
ATTENDANCE REPORT

Dear Parents of: \_\_\_\_\_  
Student's Name Home School

Address: \_\_\_\_\_  
Address City Zip

DCTC policy states your son or daughter is subject to all policies of the district that hosts his/her Career and Technical Program.

This is to inform you that your son/daughter has been absent from \_\_\_\_\_ class a total of \_\_\_\_\_ days this trimester/semester (indicate one) Our district's attendance policy states that credit will be

lost on the \_\_\_\_\_ absence.

The following are the dates your son/daughter has been absent:

Warning Notice \_\_\_\_ Credit Doubtful \_\_\_\_ Credit Lost \_\_\_\_ Parent/Teacher Conference Requested \_\_\_\_

Teacher Comments:

\_\_\_\_\_  
Instructor's Signature Date Educating School Phone Number

Instructors: Send one copy of the form to each of the following:  
Parents, DCTC, Home School, and keep one copy for records

Revised 9/13/2021

SEND ELECTRONIC COPIES TO [bratusznik@dctc-cte.org](mailto:bratusznik@dctc-cte.org) AND STUDENT'S HOME SCHOOL'S PRINCIPAL.