

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 11/10/16

ELECTRONIC COPIES TO melliott@dctc-cte.org AND STUDENT'S HOME SCHOOL'S PRINCIPAL