

**STUDENT SUPPORT SERVICES**  
**STUDENT ATTENDANCE REFERRAL FORM (SARF)**  
**SCHOOL YEAR: 2013-2014**

Student Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_  
 DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Home Telephone: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_  
 Employed By: \_\_\_\_\_ Employed By: \_\_\_\_\_  
 Business Ph.: \_\_\_\_\_ Business Ph.: \_\_\_\_\_

Utilize the following symbols to distinguish student absences ○ = Unexcused Absences ⊗ = Excused Absences S = Suspension	<b>AUGUST 2013</b>	<b>SEPTEMBER 2013</b>	<b>OCTOBER 2013</b>
	M T W TH F 19 20 21 22 23 26 27 28 29 30 (August 16, 2013 - Teacher Orientation)	M T W TH F H 3 4 5 6 9 10 11 12 13 16 17 18 19 PDD 23 24 25 26 27 30	M T W TH F 1 2 3 SHSC 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31
	<b>NOVEMBER 2013</b>	<b>DECEMBER 2013</b>	<b>JANUARY 2014</b>
M T W TH F H 4 EC MC HC 8 H 12 13 14 15 18 19 20 21 22 25 26 27 H FMD	M T W TH F 2 3 4 5 6 H 10 11 12 13 16 17 18 19 20 FMD B H B B B B	M T W TH F H FMD FMD 6 7 8 9 10 13 14 15 16 17 H 21 22 23 24 27 28 29 30 31	<b>FEBRUARY 2014</b>
<b>MARCH 2014</b>	<b>APRIL 2014</b>	<b>MAY 2014</b>	<b>JUNE 2014</b>
M T W TH F 3 4 5 6 SHSC 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	M T W TH F 1 2 3 4 7 HC MC EC 11 FMD FMD FMD B B 21 22 23 24 25 28 29 30	M T W TH F 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 H 27 28 29 30	M T W TH F 2 3 4 FMD FMD 9 S U M M E R V A C A T I O N

H= Holiday B= Break P/SDD=Professional/Staff Development Day EC= Elem. Conf. MC= Middle Conf. HC= High Conf. SHSC= Conf.

Flexible Make up days (FMD)= 11/29/2013, 12/23/2013, 01/02/1214, 01/03/2014, 02/03/2014, 04/14/2014, 04/15/2014, 04/16/2014, 06/05/2014, 06/06/2014

\_\_\_\_\_ EXCUSED ABSENCES      \_\_\_\_\_ UNEXCUSED ABSENCES      \_\_\_\_\_ TOTAL ABSENCES      \_\_\_\_\_ SUSPENSION

I signify that this attendance information is correct and request the Superintendent of Education to file a Habitual Truancy Petition on this student if it indicates that he/she is a Habitual Truant.

**NOTE:** To be completed by the School Administrator only.

Was the habitual truancy a result of "Bullying"? YES / NO      If yes, was the child referred to Counselor, Social Worker, etc. please specify: \_\_\_\_\_

Status of Bullying: Pending / Completed      If pending, please explain or provide necessary attachments: \_\_\_\_\_

Was intervention done to prevent habitual truancy? YES / NO      If yes, please attach all necessary supporting intervention documents.

Principal: PRINT \_\_\_\_\_ / SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

**ACTION TAKEN BY SCHOOL ATTENDANCE OFFICER**

Date received by Attendance Officer: \_\_\_\_\_

Investigation Result: \_\_\_\_\_

Attendance Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Referral cleared for Submission to court by A.O. Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



Jon Fernandez  
Superintendent of Education

**DEPARTMENT OF EDUCATION**  
STUDENT SUPPORT SERVICES DIVISION P.O.

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Christopher Anderson  
Administrator

**TRUANCY PREVENTION NOTICE TO PARENTS**

To the parents of \_\_\_\_\_, our records at, \_\_\_\_\_  
*Name of Student* *Name of School*

indicates that your child has accumulated \_\_\_\_\_ days of unexcused absences. It is your duty and responsibility to ensure your child attends school daily. If your child continues to incur more unexcused absences to the extent it reaches twelve (12) days, your child will be referred to the Family Court of Guam for truancy as required by law. Please review below the **GUAM ATTENDANCE LAW, TITLE 17 GUAM CODE ANNOTATED (GCA)**:

**Section 6102 Duty to Send Children to School.**

Any parent, guardian or other person having control or charge of any child who is at least five (5) years of age and has not reach the age of sixteen (16) years of age, not exempted under the provisions of this Article, shall send the child to a public or private full-time day school for the full-time of which such schools are in session, except that the starting date of school for children five (5) years of age shall be determined by the provisions of §6103 and 6107 of this Article.

The Superintendent is authorized to establish attendance areas. Any parent, guardian or other person having control or charge of any such child who is at least five (5) years of age, and has not reached that age of sixteen (16) years, who fails to comply with the provisions of this Section, unless excused or exempted therefrom, is guilty of a violation for the first offense, and subject to a fine of not more than Fifty Dollars (\$50.00). For each subsequent offense, the person is guilty of a petty misdemeanor.

**Section 6401 (c) Truant**

“Truant” means a pupil found to be absent from school without a reasonable and bona fide excuse from a parent.

**Section 6402. Habitual Truant**

A pupil is a habitual truant if the pupil has incurred twelve (12) or more unexcused absences in a school year, and is of compulsory attendance age. If any pupil is a habitual truant, the principal of the pupil’s school shall request the Superintendent to file a petition concerning such habitual truant in the Family Court or the Superior Court of Guam.

Should you have any questions regarding this matter, please feel free to contact our office at;

\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_