

Greene County Schools  
PreK

Documentation of Student Dismissal/Withdrawal

School: \_\_\_\_\_

Teacher: \_\_\_\_\_

Student: \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_

Number of Days Student Attended Program: \_\_\_\_\_

Number of Operational Days for the Program: \_\_\_\_\_

Reason for Request: *(check one)*

- \_\_\_\_\_ 1. Parent Request
- \_\_\_\_\_ 2. Violation of Attendance Policy

**Parent Contact:**

**1. Parent Request**

Date of Request: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Reason for Request \_\_\_\_\_

Date Submitted to Central Office: \_\_\_\_\_

**2. Violation of Attendance Policy**

Date of Initial Parent Contact: \_\_\_\_\_

Method and Individual Making Contact: \_\_\_\_\_

Results of Contact: \_\_\_\_\_

Date of Follow-up Parent Contact: \_\_\_\_\_

Method and Individual Making Contact: \_\_\_\_\_

Results of Contact: \_\_\_\_\_

Date of Follow-up Parent Contact: \_\_\_\_\_

Method and Individual Making Contact: \_\_\_\_\_

Results of Contact: \_\_\_\_\_

Date of Follow-up Parent Contact: \_\_\_\_\_

Method and Individual Making Contact: \_\_\_\_\_

Results of Contact: \_\_\_\_\_

Date of Follow-up Parent Contact: \_\_\_\_\_

Method and Individual Making Contact: \_\_\_\_\_

Results of Contact: \_\_\_\_\_

Date of Follow-up Parent Contact: \_\_\_\_\_

Method and Individual Making Contact: \_\_\_\_\_

Results of Contact: \_\_\_\_\_

Date Submitted to Central Office: \_\_\_\_\_