

Sample No Contact Report

Week of XX/XX/20XX

Risk Level	Student Name	Total Number of Unexcused Absences	Methods of Contact	Action Step
High	Tim R	5	Phone calls, email, LMS notifications	Refer to principal, truancy officer
Medium	Alana A	3	Phone calls, email	
Medium	Bobby H	3	Phone calls, email	
Low	Regina G	1	Phone calls	Contact parent