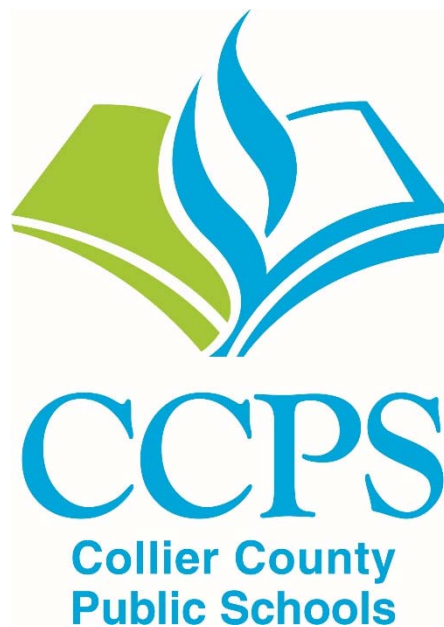


2018-2019 ATTENDANCE MANUAL



Department of
Student Relations

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ATTENDANCE: BOARD POLICY 5200

PURPOSE

The purpose of this attendance policy is to foster responsibility and reliability on the part of District students to attend all classes. Students will acknowledge greater emphasis on attendance at school because credit in their classes will be contingent upon their presence.

ATTENDANCE CODES

The **Florida Department of Education** recognizes the following absence codes:

(Blank)	Present
A	Absent
E	Absent – Excused as defined by district policy
U	Absent – Unexcused as defined by district policy
T	Tardy (optional for grades 9-12)

Collier County Public Schools recognizes the following absence codes:

PRESENT

(Blank)	Present
C	Clinic – Present
D	Detention Center – Present
F	Field Trip/School Related Activity – Present
H	Hospital/Homebound – Present
I	In-School Suspension – Present
W	Office – Present

ABSENCE: EXCUSED

B	Religious Holiday – Excused
E	Absent – Excused
O	Out-of-School Suspension

ABSENCE: UNEXCUSED

A	Absent – Full day/Validated
G	Truant – Unexcused
M	Tardy to Class over 10 minutes – Unexcused Absence
S	Skipping – Unexcused
U	Absent – Unexcused

TARDY

L	Tardy – Excused
Q	Left Early – Unexcused
V	Left Early - Excused
T	Tardy – Unexcused

ABSENCES

A. Excused Absences

1. An illness of the student documented by a doctor's statement or a documented medical/dental appointment.
2. An observance of an established religious holiday or for pre-arranged religious instruction as defined in [Board Policy 5223](#) (documentation of the religious affiliation of the student may be required by school officials).
3. A court subpoena, a required court appearance, or placement in detention at a juvenile center in which the student continues his/her education.

B. Approved School-Related Activities (not to be counted as absences):

1. Academic activity or school-sponsored field trip directly related to the instructional outcomes of one (1) or more courses.
2. Other approved student activities such as Student Council, National Honor Society, class meetings, and academic/athletic competitions.

The student's parent or legal guardian shall make a call to the school or give advance written notification to the school when a student will be absent for excused reasons.

C. Validated Absences

Brief illness, appointments, and family business are considered absences for purposes of meeting attendance policy requirements. Absences will be documented by written notes or phone call from parents.

D. Unexcused Absences

Unexcused absences shall include, but not be limited to truancy, class cuts, and for high school students' tardies to class of ten (10) minutes or more. Absences that the school does not receive notification from parent /guardian shall be considered unexcused.

MAKE-UP WORK

Students are to be provided one (1) school day for each school day absent to make-up work missed without academic penalty. It is the responsibility of the student to arrange for such make-up work. Work not made up within the specified time period will receive a grade of "F". The principal may extend the time for make-up work when in his/her judgment extenuating circumstances justify such extension. However, long-term assignments given before the student is absent are expected to be turned in on the date the student returns to school. These provisions shall apply to all grade levels.

TARDINESS/EARLY DISMISSAL

A student is tardy when the student arrives after the beginning of the school day or when the student is not inside the assigned room of a class when the tardy bell rings.

It is required that the school be notified in advance of such tardies by request of the student's parent, which shall state the reason for the tardiness or early dismissal. A student's tardiness to school or early dismissal from school shall be excused at the discretion of the principal. A student who is habitually late to school and/or chronically dismissed early shall be subject to disciplinary action by the school administration including but not limited to In-School Suspension (ISS) and/or a parent conference.

STUDENT ABSENCE NOTIFICATION

Parents/Guardians are required to notify the school when their child is absent and inform the school of the reason for the absence within twenty-four (24) hours by a telephone call or written note. In order to qualify for an excused or validated absence the parent must notify the school of the child's absence within twenty-four (24) hours of the date of the absence. A phone call on the date of the absence prior to 10:00 a.m. is preferable. If it is not possible for the school to be contacted by phone, then the parent is to send a note with the student on the day s/he returns to school explaining the absence. Failure to notify the school within twenty-four (24) hours by phone or note when the student returns will result in the absence being unexcused regardless of the reason for the absence. If the school is not notified by 10:00 a.m. on the day of the absence, the school will attempt to contact the parent when practical and possible. The principal may waive the twenty-four (24) hour notification requirement when in his/her judgment extenuating circumstances justify such a waiver. In addition to parent notification, absences require written verification to be excused.

The school will make a good faith effort to contact parents per [Administrative Procedure 5200](#) and Florida Statute 1003.26.

HIGH SCHOOL COURSE CREDIT

High School Course Credit shall be a function of demonstrated mastery of the student performance standards in the course of study as provided by the rules of the School Board. At the high school level

and for high school courses taken at middle school, credit is earned by attaining a passing average for the semester and by accumulating no more than nine (9) days absent for the semester. No distinction will be made between excused, validated, and unexcused absences when calculating absences for earning of credit.

HIGH SCHOOL COURSE CREDIT - DUE PROCESS PROCEDURE

A student who does not earn high school credit because of the failure to meet attendance requirements may file an appeal within ten (10) days of the date of notification of loss of credit. A committee consisting of an administrator, a counselor, and a faculty member will review cases in which granting of credit is requested by a student and/or parent. After review of the student's case, the committee shall make a recommendation to the principal as to the granting of such credit (see [Administrative Procedure 5200](#)).

HIGH SCHOOL COURSE CREDIT - LATE ENTRY PROCEDURE

Students may enter school late at any time for the purpose of gaining skills and knowledge in courses. The fact that the student may enter the school year late does not, however, guarantee that academic credit will result. Students entering after the drop-add period are to be graded as follows:

- A. Absences prior to enrollment excused - student may make up work and be graded.
- B. Absences prior to enrollment unexcused, other than out-of-school suspension - student receives a failing grade for work not completed while not enrolled. Marking period grades are derived from accumulated F's and work done from entering to end of the grading period.
- C. Attendance policy requirements for earning credit are to be applied as with any other student, with the days prior to enrollment counted as absences.
- D. A student enrolling after the commencement date of a course must attend at least ninety percent (90%) of the class meetings occurring after the student's date of enrollment. Upon absences exceeding ten percent (10%) in any course and absence of more than ten percent (10%) of the time remaining in the course after enrollment of transfer students, the student and parents shall be notified that the student will not earn credit for the course in that and any other courses in which these absence limits are exceeded.

COMPULSORY SCHOOL ATTENDANCE: [FS 1003.26](#)

A habitual truant is a child (age 6-16) who has five (5) unexcused absences or absences for which reasons are unknown within a calendar month or fifteen (15) unexcused absences within ninety (90) calendar days, with or without knowledge of justifiable consent of parent/guardian. (F.S. 984.03)

SCHOOLS (Appendix A)

- Must contact the parent/guardian in a timely manner regarding any unexcused absence or absence for which the reason is unknown. Parent/guardian must justify the absence.

TEACHERS

- Will report any student with five (5) unexcused absences or reasons unknown within a calendar month or fifteen (15) absences within ninety (90) calendar days to the principal or designee.

PRINCIPAL/ASSISTANT PRINCIPAL

- If the Principal/Assistant Principal determines a pattern of nonattendance, he/she shall refer the case to the Student Relations Specialist assigned to your school.

MULTI-TIER SYSTEM OF SUPPORTS (MTSS)

- If the MTSS Team determines a pattern of nonattendance, whether the absences are unexcused or validated, a meeting with the parent will be scheduled to determine intervention strategies.

SUPERINTENDENT

- May file a sworn statement against the parent/guardian
- May file a truancy petition

LATE ARRIVAL AND EARLY DISMISSAL: BOARD POLICY 5230

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the District's educational program.

The School Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As the agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal or designee.

No student shall be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent or guardian of record is first secured. Parents or guardians may have access to the student or may grant permission to allow the student to leave school prior to dismissal unless the school has been provided with evidence that there is a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary. The parent of primary residential custody shall determine **in writing**, the individual(s) the student may be released into the care of, unless otherwise stated in or by a court order.

No student shall be sent from school grounds to perform an errand or act as a messenger except with the approval of the principal and only for urgent and necessary school business and with the consent of the student's parents or guardians.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

REPORTING LEARNFARE (Appendix D)

Per FL legislature, families receiving temporary cash assistance from DCF could jeopardize their eligibility if a minor child (under the age of 18) in the home is determined by the school to be either a habitual truant (15 unexcused absences within 90 calendar days) or a dropout (determined by withdrawal code).

Procedures:

1. The Department of Children and Families will create and transmit the Learnfare List to the DOE by the 25th of each month.
2. Each school will access the LearnFare report on the 25th of each month from Florida Reports in FOCUS
3. Designated school staff will populate the list and provide the list of student names to the principal for review.
 - School principals will determine if good cause exists for failure to comply with attendance
 - UNCHECKED = benefits **will NOT** be revoked
 - CHECKED = benefits **WILL** be revoked
4. Once principal makes final determination, school staff will enter any changes in FOCUS.
5. Once process is complete and all students are verified, school staff will submit the file to the District in FOCUS and send an email to the designated Student Relations staff **no later than 5 school days from the download date (25th of every month)**.
6. Student Relations staff will transmit the file back to the DOE by the 10th of the following month.

REPORTING DRIVER'S LICENSE

Per FL legislature, students who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges.

Procedures:

1. Students who meet the criteria to have their driver's license suspended are posted on a weekly basis (Monday). **First report will be available on September 17, 2018.**
2. Each school will access the DMV report every Monday from Florida Reports in FOCUS.
3. Designated school staff will populate the list and provide the list of student names to the principal for review.
 - School principals will determine if good cause exists for failure to comply with attendance
 - UNCHECKED = benefits **will NOT** be revoked
 - CHECKED = benefits **WILL** be revoked
4. Once principal makes final determination, school staff will enter any changes in FOCUS.
5. Once process is complete and all students are verified, school staff will submit the file to the District in FOCUS and send an email to the designated Student Relations staff **no later than 1:00 PM on Thursday.**

PROCEDURES FOR DRIVER'S LICENSE REINSTATEMENT (*Appendix E*)

After students are reported to the DHSMV state office, a letter is mailed by DHSMV notifying them of the revocation of privileges. Students have 30 days to have the revocation cancelled if they believe this is an error. The following process must be followed:

1. Students report to the school to get their reinstatement form completed.
2. Schools will verify attendance and enrollment information.
3. Students must be enrolled and have completed 30 consecutive days of attendance or be enrolled in Home Education to have privileges reinstated (verify with the Department of Secondary Programs – 239.377.0522).
4. If in compliance, school administrator completes, signs and notarizes the DHSMV Student Requirements for Reinstatement Form.
5. School administrator shall email Student Relations staff completed DHSMV Student Requirements for Reinstatement Form.
6. Student Relations staff will communicate with DHSMV to reinstate.

WITHDRAWAL OF STUDENTS

STUDENT WITHDRAWALS

- School staff should provide a copy of immunization certificate and school physical to parent to facilitate child's registration in new school system (recommended not required)
- Provide parent withdrawal form when parent notifies school the student is leaving
- Withdraw students on the same date the parent/guardian signs the withdrawal form. Do not wait for a records request from the receiving school (except when the withdrawal date is within the FTE window)

NOTE: Reasonable efforts shall be made to collect fines, but under no circumstance shall transfer of student records be delayed/denied for failure to pay fines/fees assessed by the school.

DNE (DID NOT ENTER) CODE

DNE (Did Not Enter) is the Department of Education attendance withdrawal code used for “any student who was expected to attend a school but did not enter as expected for unknown reasons.”

- The DNE code is to be used on the 6th consecutive day of non-attendance
- All DNE codes must be entered by noon on **August 22, 2018**
- The date of the DNE code should reflect the first day of school, not the 6th day
- School staff will make every effort to obtain information on student’s whereabouts
 - If unsuccessful, a list of students with a DNE code should be sent to the Student Relations Specialist assigned to your school
- Student Relations Specialists will conduct home visits in attempt to locate the whereabouts of each student (**do not send deputies to conduct home visits**)
 - Student Relations Specialists will report back to school admin in order for the school to update the withdrawal code

NOTE: This is a temporary withdrawal code and every effort should be made to determine the reason and replace the DNE code with a permanent withdrawal code

DNE STUDENT RETURNING TO SCHOOL

- The school will obtain information from parent/guardian as to the student’s whereabouts since the first day of school

If the student did not attend school elsewhere:

- Remove the DNE code
- Assign entry date as the first day of school

If the student returned from another school:

- Replace the DNE code with the appropriate withdrawal code
- Follow normal student entry procedures

HIGH SCHOOL STUDENTS WITHDRAWING FROM SCHOOL w/ a DROPOUT CODE

If a secondary student has dropped out of school, he/she should be referred to the school counselor so that an Exit Interview and the Declaration of Intent to Terminate School Enrollment Form can be completed by the student and copied to the parent. Exit Interview forms should be placed with the students’ educational records.

Note: Before entering the following dropout codes, contact Student Relations Specialist

- **W05** - withdrawal code to be used for any student age 16 or older who leaves school voluntarily with no intention of returning.
- **W15** - withdrawal code to be used for any student withdrawn from school due to nonattendance after all procedures in Florida Statutes 1003.26 and 1003.27 have been followed.

10-DAY NON-ATTENDANCE

- School will avoid withdrawing students under the age of sixteen (16) for non-attendance
- School will conduct an exit interview
- School will contact the Student Relations Specialist assigned to your school to conduct a home visit in order to determine whereabouts of student
- Student Relations Specialists will report the information gathered back to the school
- The school based data entry will enter the appropriate withdrawal code

For the complete Attendance Recordkeeping Handbook from the
Department of Education, visit
<http://www.fldoe.org/accountability/data-sys/database-manuals-updates>

STUDENT RELATIONS PROCEDURES

ATTENDANCE MEETINGS/TRUANCY COURT

To be conducted by Student Relations Specialists

PURPOSE OF ATTENDANCE MEETINGS

- To provide initial information to parents regarding attendance state laws and District policies and procedures in order to circumvent further truancy proceedings
- Review and obtain parent/guardian and student signatures on an Attendance Agreement

ATTENDANCE MEETING PROCESS

- Occur at the request of the school with school administrators and parents/guardians present
- Student Relations Specialists must notify school administration whenever students are categorized as truant or habitually truant, based on monthly attendance reports
- Student Relations Specialists are to meet with students only during scheduled initial attendance meetings
- Students *may* be pulled out of class during attendance meetings under the direction of the school administrator
- Schedule attendance meeting no more than once a month per school, *if needed*
- No more than one attendance meeting per student, per year, *if needed*
- TURN Referral Forms may be submitted as the school administration is in agreement that the student/family may benefit from additional services. *Student Relations Specialists are not to fill out the bottom half of the front page of the TURN Referral Form*
- *Prior approval is required to visit a school more than once within a calendar month*
- *Prior approval to use (CCSO-Truancy Officers) on behalf of the District from Director or Manager will be needed if:*
 - *Parent(s) miss(es) attendance meeting; and*
 - *After two (2) visits by the Student Relations Specialists, without successfully contacting parent(s).*

TRUANCY COURT PROCESS

- Truancy petitions are to be approved by the Director of Student Relations prior to submitting to the legal department for signature
- Once students are active in truancy court, attendance meetings are no longer required by the school (now handled by the outside agencies assigned by the Judge)
- Once students are active in truancy court, Student Relations Specialists will continue to monitor attendance and communicate via phone or email with school staff in order to report school related information back to Truancy Court (outside agencies report non-school information)

STUDENT RELATIONS PROCEDURES
ADDRESS VERIFICATIONS/HOME VISITS

PURPOSE OF ADDRESS VERIFICATIONS

- To verify a student's physical address when the address provided is in question
- Must be requested by a school administrator
- Will take place **after** the school has been unsuccessful obtaining new or current proof

PURPOSE OF HOME VISITS

- To follow up with families when parents/guardians fail to attend attendance meetings
- To attempt to locate a student's whereabouts

SAFETY

- Address verifications/home visits are to be completed collaboratively (Naples area)
- Outside agencies are to be utilized with prior approval from Director
- Specialists are **never** permitted to enter a residence
- Specialists are **never** permitted to transport a student in any vehicle

TIMES

- Visits should be made half (1/2) hour before scheduled bus pick-up times from bus stops (6:00 am for high school / 7:00 am or after for elementary and middle schools)
- Visits may only occur on school day sessions (exceptions apply with supervisor's approval)

APPENDIX

ATTENDANCE FLOWCHART

ADMINISTRATIVE PROCEDURE 5200

- Every absence – auto attendance dialer
- 5th absence – phone call by staff to parent/guardian or auto dialer
- 7th absence – letter mailed via US Mail
- 10th absence – letter mailed via US Mail
- StudentPass must be checked daily to ensure compliance of board policy
- If pattern of nonattendance continues, schedule MTSS meeting and follow truancy procedures below.

TRUANCY

- 5 unexcused absences within a calendar month, or
- 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the student's parent (F.S. 1003.21(8) Definition – Habitual truant)



MULTI-TIER SYSTEM OF SUPPORT (MTSS) MEETING AND INTERVENTIONS

- School schedules a meeting with parent to discuss concerns
- MTSS meeting held at school with Student Relations Specialist and parent (and child, if age appropriate)
- If parent does not attend, MTSS team may meet with child, if age appropriate
- Interventions may include, but are not limited to:
 - check-in/check-out
 - assign a tutor/mentor
 - frequent progress reports
 - school counselor contact
 - changes in learning environment/placement in different classroom
 - review of IEP/504 plan, if applicable
 - attendance agreement
 - referral to outside agencies (JAR, TURN, CINS/FINS)
 - rescind driver's license, if age appropriate
 - rescind Learnfare funding, if applicable
 - credit withheld, if applicable
- If parent does not attend the MTSS meeting, Student Relations Specialists will conduct a home visit



If truancy continues:

ATTENDANCE INVESTIGATION

- Principal or designee makes request for Truancy Court to Student Relations Specialist
- Attendance documentation is reviewed by Specialist and truancy referral is sent to Director for approval



TRUANCY REFERRAL

- Student Relations Specialist prepares school documentation for court
- Director reviews case documentation and refers to Legal Department and Superintendent for review
- CCPS submits truancy petition to be filed in truancy court, as needed



TRUANCY COURT

- Once a student is active in truancy court:
 - Attendance meetings are no longer required by the school
 - School staff will continue to encourage and promote attendance with the student and parent
 - Student Relations will continue to monitor attendance and communicate with school staff
 - Meetings may resume once a student's case has been terminated and new truancy issues arise

FLORIDA STATUTES: SCHOOL ATTENDANCE 2017

- 1001.53** District school superintendent responsible for enforcement of attendance – [FS 1001.53](#)
- 1003.01** Definitions – [FS 1003.01](#)
- 1003.02** District school board operation and control of public K-12 education within the school district – [FS 1003.02](#)
- 1003.21** School attendance – [FS 1003.21](#)
- 1003.22** School-entry health examinations; immunization against communicable diseases; exemptions; duties of Department of Health – [FS 1003.22](#)
- 1003.23** Attendance records and reports – [FS 1003.23](#)
- 1003.24** Parents responsible for attendance of children; attendance policy – [FS 1003.24](#)
- 1003.25** Procedures for maintenance and transfer of student records – [FS 1003.25](#)
- 1003.26** Enforcement of school attendance – [FS 1003.26](#)
- 1003.27** Court procedure and penalties – [FS 1003.27](#)
- 1003.28** Continuation of truancy remedial activities upon transfer of student; retention of legal jurisdiction – [FS 1003.28](#)
- 1003.29** Notice to schools of court action – [FS 1003.29](#)
- 1006.09(1)(b)** Duties of school principal relating to student discipline and school safety – [FS 1006.09](#)

ATTENDANCE REPORTING DATES 2018-2019

1.	August 15	September 13
2.	September 14	October 12
3.	October 16	November 15
4.	November 16	December 21
5.	January 3	February 4
6.	February 5	March 7
7.	March 18	April 24
8.	April 25	May 30

PROCEDURES USED TO CERTIFY ATTENDANCE RECORDS

- At the end of each grading/interim period, an Attendance Verification Report (hard copy) shall be run by the data entry staff for each teacher by class.
- All attendance must be updated and/or edited prior to printing the interim/report cards.
- Teachers will certify their attendance on each of the eight (8) grading/interim periods by reviewing, signing and returning Attendance Verification Report to the principal.
- The school shall keep all signed Attendance Verification Reports on file for **three (3) years**.
- The principal signs the Year-End Attendance Summary Statement at the end of the school year certifying that all attendance records have been kept in accordance with laws and State Board Rules. This signed statement along with the eight (8) Attendance Verification Reports shall be kept on file for **three (3) years**.
- Refer to iBriefings for further instructions outlined by Technology Operations on processing/storing Attendance Verification Reports.

YEAR-END ATTENDANCE SUMMARY STATEMENT

Attendance records were run and verified at the end of each grading/interim period as follows:

<input type="checkbox"/> 1.	August 15	September 13
<input type="checkbox"/> 2.	September 14	October 12
<input type="checkbox"/> 3.	October 16	November 15
<input type="checkbox"/> 4.	November 16	December 21
<input type="checkbox"/> 5.	January 3	February 4
<input type="checkbox"/> 6.	February 5	March 7
<input type="checkbox"/> 7.	March 18	April 24
<input type="checkbox"/> 8.	April 25	May 30

I certify the following:

- Attendance Verification Reports were run and verified by each teacher by class at the end of each grading/interim period (8 reports annually)
- All attendance was updated and/or edited prior to printing the interim/report cards
- Attendance Verification Reports are complete and accurate for all students active at the school
- The school will keep Attendance Verification Reports for **three (3) years**

Principal Name (print)

Principal Signature

School Name

Date

Note:

1. Refer to iBriefings for further instructions outlined by Technology Operations on processing/storing Attendance Verification Reports.
2. Year-End Attendance Summary Statement must be signed and submitted via email to the Department of Student Relations no later than **June 6, 2019**

Today's Learners • Tomorrow's Leaders

5775 Osceola Trail | Naples, Florida 34109 | p: 239.377.0540 | f: 239.377.0506
e: info@collierschools.com | www.collierschools.com

LEARNFARE REPORTING DATES 2018-2019

Download	Submit to District by
1. August 27	September 3
2. September 25	October 2
3. October 25	November 1
4. November 26	December 3
5. January 3	January 10
6. January 25	February 1
7. February 25	March 4
8. March 25	April 1
9. April 25	May 2
10. May 28	June 4

REPORTING LEARNFARE

Procedures:

7. The Department of Children and Families will create and transmit the Learnfare List to the DOE by the 25th of each month.
8. Each school will access the LearnFare report on the 25th of each month from Florida Reports in FOCUS
9. Designated school staff will populate the list and provide the list of student names to the principal for review.
 - School principals will determine if good cause exists for failure to comply with attendance
 - UNCHECKED = benefits **will NOT** be revoked
 - CHECKED = benefits **WILL** be revoked
10. Once principal makes final determination, school staff will enter any changes in FOCUS.
11. Once process is complete and all students are verified, school staff will submit the file to the District in FOCUS and send an email to the designated Student Relations staff **no later than 5 school days from the download date (25th of every month)**.
12. Student Relations staff will transmit the file back to the DOE by the 10th of the following month.

**NOTIFICATION TO THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
STUDENT COMPLIANCE WITH ATTENDANCE REQUIREMENTS
FOR REINSTATEMENT OF DRIVING PRIVILEGE/ELIGIBILITY FOR LICENSURE**

This is to provide verification to the Department of Highway Safety and Motor Vehicles that the following student, who received Notice of Intent to Suspend/Withhold Eligibility for Licensure due to non-attendance is in compliance with attendance requirements in S. 322.091(1).

Student's Full Legal Name: _____
(First, Middle, Last)

Mailing Address: _____

Driver License/Control Number: _____ Gender: ___ Male ___ Female

Date of Birth: ____/____/____ Social Security Number: _____

District Name: _____ District Number: _____

School Name: _____ School/Institution Number: _____

Date: ____/____/____

Authorized Signature of School Official: _____
(Signature must be notarized or school seal affixed)

Title: _____

Typed or Printed Name of Person Signing Form: _____

Notary Public
State of Florida at Large
My commission expires: ____/____/____

Seal

Original signatures required

For additional information contact:

Name: _____ Telephone: _____

You may MAIL this completed form to:
DHSMV
2900 Apalachee Parkway, MS #39
Tallahassee, Florida 32399-0570

You may FAX this completed form to: (850) 617-5095

You may EMAIL this completed form to: Truancy@flhsmv.gov

If the license is suspended, present this form to a driver license or a tax collector's office for reinstatement of your driving privilege. A \$45 reinstatement fee is required for a suspended license.

Note: This form may only be accepted within 30 calendar days of its completion.

HSMV 72870 (07/15)

For PROCEDURES – See Page 5