

# DETROIT PUBLIC SCHOOLS

## Form 4527

The Form 4527 is used when a request for service is placed with the Attendance Department. The primary use of the Form 4527 is to initiate an investigation of an extended student absence. The 4527 form also initiates investigations that can include immunization compliance, under/overage verification, address verification, and a request for emergency clothing assistance. The paper form is comprised of yellow, pink and white tri-carbon sheets and can be ordered through the PeopleSoft system. In an effort to be proactive and support budgetary concerns, an electronic version of the form is now available in Excel format (see attachment).

When requesting assistance from the Attendance Department, via the Student Code of Conduct Office (873-4769), school personnel should:

- Screen all absence cases first to eliminate unnecessary referrals to the Attendance Office.
- Conduct telephone calls, send communications home, and
- Make personal contacts to secure necessary information from parents/guardians.

The pre-screen investigation should be conducted by the Assistant Attendance Agent, if the school employs one. If preliminary pre-screened attempts fail, then a Form 4527 should be completed and given to the Attendance Agent. Attendance Agents will not start an investigation without the Form 4527.

Make certain to check school files first to ascertain if a Form 4527 is already on file. If one does not exist for a student, complete the form. If a student does have a 4527 on file, update the form with the current attendance and a new request. One 4527 is used for each student. **Do not** group families on a single Form 4527

Complete the top portion of the Form 4527 as thoroughly as possible; include the zip code in the space provided for the address. Update the AS/400 with the student's contact information to ensure that the school records are current.

Remember, the Form 4527 **must** be complete and legible. Retain the white copy of the paper form for the school's records. Send the pink and yellow copies to the Attendance Department via inter-office mail. If the electronic Form 4527 is used, email the completed form to your Attendance Agent.

Once the Attendance Agent has completed the investigation, the Form 4527 will be returned to the school with the disposition noted. If a response has not been received within a reasonable time (i.e., 5 days), ask the Attendance Agent the reason for the delay, or call the Attendance Department, or contact the Student Code of Conduct office.

Each Form 4527 has the space for five separate referrals. If a student has a Form 4527 on file, update the student's attendance. Retain the white copy of the paper form and forward the pink copy to the Attendance Department. If the Excel Form 4527 is used save a copy for file purposes.

It is recommended that one, or two, people within the school are designated to complete and maintain the Form 4527s; and be the primary contact for the Attendance Agents.

The signature line on the request form should contain the name of the person who initiated the request. The person who completes the 4527 should sign the form as well.

When the Form 4527 is returned (i.e., after the investigation), the school is responsible for updating the student information in the AS/400 timely.

### Attendance Grid Completion Guidelines

SCHOOL RECORD																						
MO.	MON.	TUE.	WED.	THU.	FRI.	MON.	TUE.	WED.	THU.	FRI.	MON.	TUE.	WED.	THU.	FRI.	MON.	TUE.	WED.	THU.	FRI.	TOTAL	
1		*	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
2	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
3	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
4	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
5	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
6	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
7	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
8	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
9	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
10	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	

1. The Attendance Grid on the Form 4527 has no dates or months. This allows the form to be generic and usable year after year. The slash marks represent half days. The electronic Form 4527 is date defined.
2. In the example above, Month 1 relates to the first month of a new school year when students are enrolled. For the 2009-2010 school year, the first month is September.
3. Monday, September 7<sup>th</sup>, or Labor Day, should be blocked out as a day school is not in session.
4. All holidays, and other time off, should be accounted for on the grid, as shaded spaces.
5. For the 2009-2010 school year, the Tuesday with an \* in the box represents September 8<sup>th</sup>, the first day students attended school, and therefore the first day attendance can be recorded.
6. To complete the grid, if school is not in session, shade the box (as shown). If the student has an Absence, mark the box with an "A". For Tardy, use "T", and if the student has been suspended, use "SP".
7. If a student enrolls after the first day of school, place an "E" (for Entered), into the grid showing the first day that student officially attended school.
8. Record all absences. As mentioned in #1, the electronic Form 4527 is pre-coded.
9. Each row should be totaled and the number of absences should be placed in the space provided at the end of each row, and the Grand Total should be placed at

the bottom of that row. The electronic Form 4527 automatically calculates the totals once entries are made. Note: Remember to save the document as the student's name.

10. If the school does not have access to the paper Form 4527, the electronic version of the form is attached.

Any questions regarding the completion of the Form 4527 should be directed to an Attendance Agent, the Attendance Department, or the Student Code of Conduct Office (873-4769).

References:

### **Request for Investigation**

#### ***380.1586 Nonattendance at school; notice; investigation; discussion of irregular attendance, failing work, or behavior problems with parent.***

*Sec 1586.*

- 1. The attendance officer shall investigate each case of nonattendance at school when notified by a teacher, superintendent, intermediate superintendent, or other person of a violation of this part. If the child complained of is not exempt from public school attendance under the conditions listed in section 1561, the attendance officer shall proceed immediately in the manner provide in this part.*
- 2. If a child is repeatedly absent from school without valid excuse, or is failing in schoolwork or gives evidence of behavior problems, and attempts to confer with the parent or other person in parental relationship to the child fail, the superintendent of schools, or the intermediate superintendent in a district which does not employ a superintendent, may request the attendance officer to notify the parent or other person in parental relationship by registered mail to come to the school or to a place designated at a time specified to discuss the child's irregularity in attendance, failing work, or behavior problems with the proper school authorities.*
- 3. The superintendent, or the teacher in a district which does not employ a superintendent, shall provide information concerning the nonattendance of each nonresident pupil to the intermediate superintendent or the intermediate school district in which the nonresident pupil resides. The intermediate attendance officer, when notified by the intermediate superintendent or superintendent of schools, shall investigate and proceed in all cases of nonattendance of nonresident pupils in the same manner provided in this part for enforcing attendance of pupils attending schools in districts in which they reside.*

*History: 1976, Act 451, Imd. Eff. Jan. 13, 1977.*

Attachment: Electronic Form 4527