

# State of New Mexico CHILDREN, YOUTH and FAMILIES DEPARTMENT

**MICHELLE LUJAN GRISHAM**  
GOVERNOR

**HOWIE MORALES**  
LIEUTENANT GOVERNOR



**TERESA CASADOS**  
CABINET SECRETARY

**VALERIE SANDOVAL**  
DEPUTY CABINET SECRETARY

## School Checklist/Follow-up Request

Date: Select a Date.

Juvenile Probation Officer Name: Enter JPO Name.

Email Address: Enter Email Address. Phone Number: Enter Phone Number.

We received an absentee form for:

Enter Student's Name.

(Student's Name)

CYFD would like to collaborate with you to support your student. The goal is to assist you and your administration in identifying and developing services that address excessive absenteeism. In order to set up an initial meeting with the student, the students' family, community service providers, and the school personnel (including the Principal), we need the additional information/documentation. Please contact us within 10 school days with the following:

- Copies of the student attendance reports
- Approval for this referral from your Principal/Administrator
- Copies of any and all excessive absenteeism notification letters
- Documentation of any/all interventions to address the excessive absenteeism (i.e., teachers' and disciplinary logs, notes from meetings with family, student, school administration)
- Documentation of scheduled meetings that the family or student attended/failed to attend
- Copies of any intervention education plan (SAT Meetings, Attendance Meetings)
- Copies of Attendance Contracts or other agreements with family, student, and school administration
- Parent/Guardian contact information (phone numbers and addresses)
- Any other relevant information

Does the student have an IEP?  Yes  No

Affiliated with a Tribe or Pueblo?  Yes  No  Unsure

If yes, what Tribe? Enter Tribe.

Family's first language, if not English: Enter First Language.

School Name: Enter School Name.

Phone Number: Enter Phone Number.

Employee Name: Enter Employee Name.

Job Title: Enter Job Title.

Email Address: Enter Email Address.

Phone Number: Enter Phone Number.