



# ORAL STATEMENT

**Directions:** School staff use this form to document an oral conversation with a parent, relative, neighbor, or other contact regarding a student's whereabouts. **Keep the signed, original form in the student's Leaver folder.**

Campus Name: \_\_\_\_\_ Campus # \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
(Last) (First) (Middle)

ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  M  F

**The student** (Check appropriate box):

Withdrew from our school: (date) \_\_\_\_\_

Was a No-Show

Today, (date) \_\_\_\_\_, at approximately (time) \_\_\_\_\_  a.m.  p.m.

I spoke with (full name) \_\_\_\_\_ who is the  
(relationship) \_\_\_\_\_ to the above named student and

is  is not an adult (18 years or older).

**He/She stated that the above named student** (Check appropriate box):

Is/Was enrolled at \_\_\_\_\_ School,  
located in (city) \_\_\_\_\_, (state) \_\_\_\_\_ on  
approximately (date) \_\_\_\_\_.

Has returned to home country (city) \_\_\_\_\_ (country) \_\_\_\_\_.

Is not attending school for the following reason: \_\_\_\_\_  
\_\_\_\_\_

Signature of Parent/Neighbor (if available) \_\_\_\_\_ Date: \_\_\_\_\_

**Name of School Representative Taking Message:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Administrator's Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**