Columbus City Schools – Unable to Locate Student Checklist (required form) This checklist is used to document attempts in locating students who have not reported to school for 15 consecutive school days **and** their whereabouts are unknown. This checklist is **required** to be completed before withdrawing a student from Columbus City Schools using withdrawal code *74: Unable to Locate Student.* There must be at least 5 **different** intervention types over the course of 15 consecutive school days documented prior to withdrawing. The interventions must occur on a minimum of 5 distinct calendar days. Once all criteria have been met, the secretary **must** receive an approval signature from the principal before beginning to process the withdrawal. The completed Unable to Locate Student Checklist must be attached to any CCSDAS withdrawal request submitted under Code 74: Unable to Locate Student.

Intervention Types
(check when completed)

- ☐ (**P**)hone Call
- ☐ (**T**)ruance Letter Sent
- ☐ (**C**)ross Check Community Schools Database (ODDEX) *(n/a) for Pre-K students*
- ☐ (**H**)ouse Check *(n/a) for Pre-K students*
- ☐ (**S**)ocial Worker Consult

School:

Date First Intervention Started:		Date Last Intervention Completed:	

Student Name:	**Student ID:**

Intervention (choose letter)	Date of Intervention	Comments Documenting Outcome of Intervention	Intervention Completed By

Additional Comments

Principal Signature	Principal Name (printed)	Date Signed

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Division of Information Management
Department of Accountability & Other Support Services