



HOUSTON INDEPENDENT SCHOOL DISTRICT
ORAL STATEMENT FORM

Directions: Use this form to document an oral statement by an adult neighbor or other adult with knowledge of the family's whereabouts. The form must be signed and dated by an authorized campus or district administrator. This form is to be used as a supporting document for leaver code L16 only. Keep the signed, original form in the student's Leaver folder.

Campus Name: _____ Campus #: _____ Date: _____
Student's Name: _____ Last Name First Name Middle Name
ID Number: _____ Date of Birth: _____ Gender: [] Male [] Female

Part 1: The student (Check appropriate box):

[] Is a No-Show
[] Is Moving/Has Moved to a New Address: _____ Street Address City State Zip Code
[] Withdrew from our school (list date): _____ Date

Part II: The statement (Please complete):

On _____ at approximately _____ I spoke with _____
who is the _____ to the above named student.

The person giving the statement (Check one):

[] is an adult (18 years or older). [] is NOT an adult (younger than 18 years).

He/She stated that the above named student (Check the appropriate box and provide the requested information):

[] Is/Was enrolled at _____ in _____
on _____
[] Has returned to home country _____
[] Other (please explain): _____

Signature of person giving the statement (if in person): _____

DISTRICT USE ONLY

Name of district staff taking the statement Title Date
Administrator's Signature Title Date