|  |  |  |  |
| --- | --- | --- | --- |
|  Homeroom Teacher  |  | Conference Availability (Day): |  |
| Contact Number |  | AM/PM: |  |

I have done the following items before placing this student on the tracker:

[ ] Send a k-mail to the LC, stating that Action is required…letting them know about the specific compliancy issue (for example, attendance needs to be logged in daily).

[ ] Reach out to family via telephone and/or e-mail to make sure they are aware of requirements if you are unable to reach them by k-mail. Make sure you stress the importance of compliancy from both the LC/Mentor and the student. Specifically cite the GCA Handbook requirement. Also make sure LC/Mentor is aware of any required e-sessions.

[ ] “**2014-15 Compliancy Running Note**” Copy and paste this “Running Compliancy Note” in TVS.

[ ] Conference with Lead Teacher for other possible support/solutions/interventions: Open Office attendance, HR Time, conference, Lead contact, etc.

[ ] Send LC/Mentor a k-mail letting them know they are being referred to the FAST.

\*\*Lead MUST approve referral in Sharepoint.

**Reasons for Referral:**

|  |  |
| --- | --- |
| [ ]  Not logging attendance[ ]  Non-communication (kmail, email, phone)[ ]  No conference[ ]  Non-attendance to required CC[ ]  No to low progress | [ ]  No to low Study Island[ ]  No state mandated activities (BMI, GA411, etc.)[ ]  High risk for Drop Out / W/D[ ]  OLS Navigation[ ]  Time Management (organization, multiple students, etc.) |

**What items would you want included in the student’s Back On Track Plan**? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |  |
| --- | --- | --- |
|  | **Completed** | **Comments** |
| *Handbook signed* | Choose an item. |  |
| *BMI* | Choose an item. |  |
| *GA College 411* | Choose an item. |  |
| *Writing Test* | Choose an item. |  |
| *CRCT/EOCT* | Choose an item. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLA/Dibels** | **Math** | **Reading** | **Conference** | **LC Attended:** |
| *Fall* | Choose an item. | Choose an item. | 1st Quarter | Choose an item. |
| *Spring* | Choose an item. | Choose an item. | 2nd Quarter | Choose an item. |
| *Progress Up To Date:* | Choose an item. |  | 3rd Quarter | Choose an item. |
| *Study Island Assignments Complete:* | Choose an item. | Missing Pathways: | 4th Quarter | Choose an item. |

Additional Running Compliancy Notes: