|  |  |  |  |
| --- | --- | --- | --- |
| 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: