

STUDENT SERVICES

The Student Services staff can be reached at (931) 542-5069 or (931) 542-5068.

TN COMPULSORY SCHOOL ATTENDANCE LAW (TCA 49-6-3001) Ages 6-17 “Inclusive”

Every parent, guardian, or other person residing within the State of Tennessee, having control or charge of any child or children between the ages of six and seventeen years, both inclusive, shall cause such child or children to attend public or private day school, and in the event of failure to do so, shall be subject to the penalties provided by law.

STUDENT ATTENDANCE

TCA 49-6-3007 states that a student who has been absent five days (this means an aggregate of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered “truant.”

ATTENDANCE POLICY

In July 2019 a progressive truancy intervention law was passed in TN. Students with 5 unexcused absences are required to meet with parents and a school official to discuss improvement of school attendance and to sign an attendance contract.

The following are “official/adequate excuses” that should be turned in to the Attendance Secretary in the school office:

***Parent note (up to 5 days excused for any reason)**

***Medical note** (doctor, dentist, hospital, etc.)

***Court note** (for the student)

***Funeral notice** (obituary/funeral program of a family member)

***Military deployment paperwork**-for military dependents, TN Law (TCA 49-6-3019) allows the following for out of country deployments 12 months or longer:

- 1 excused absence when the parent leaves for deployment
 - 1 excused absence when the parent returns at the end of deployment
 - Up to 10 days excused absences when the parent is home from the deployment for Rest and Recuperation
- **Local Policy** also allows up to 5 consecutive days of excused absences when the parent deployment is less than 12 months.

Military paperwork/documentation MUST be provided to the school for these to be excused.

- Make-up work: (Including suspension and remandment) Upon the first day of returning to school, it is the student’s responsibility to obtain make-up work from the teacher(s). During the school year, make-up work must be completed within the number of days equal to the number of consecutive days of the absences. A grade of “0” shall be entered into the teacher’s grade book for any missing work until the assignments have been completed and turned in.

DRIVER’S PERMIT / CERTIFICATE OF ATTENDANCE TCA 49-6-3017

For students obtaining a driver’s permit, the TN Department of Safety in conjunction with the TN Department of Education requires a Certificate of Attendance (form SF-1010) be completed to verify students have received passing grades in at least 3 subjects and have not been absent (unexcused) more than 10 consecutive days or more than 15 days in a semester. These may be obtained at the student’s school.

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver’s license revocation.

SCHOOL ATTENDANCE AREAS

The Board of Education establishes attendance zone boundaries. All school-age individuals residing in Montgomery County shall be assigned to a school within the area (zone) in which their parents or legal guardians have established their domicile. The domicile is the place where an individual has his/her permanent home. Every person has at all times ONE domicile, and no person has more than one domicile at a time.

CHANGE OF DOMICILE (also known as “9 Weeks PerRule”) Permission to Remain at Non-Zoned School

If a student has attended a school within his/her legal school zone for any nine-weeks period but legally moves within Clarksville-Montgomery County School District, he/she may continue to attend said school for the remainder of that current school year only. The student is NOT allowed to ride the CMCSS bus to or from the out-of-zone school. Parents must make other transportation arrangements. The parent should provide the school updated address and phone numbers.

*Beginning with the following school year, the student should attend the school in the zone in which his/her domicile is located.

HOMEBOUND INSTRUCTION

Homebound Instruction is available for students who have been certified by their licensed, treating physician as being physically, mentally, or emotionally unable to attend regular school for extended periods of time (a minimum of two weeks; a maximum of 30 school days). Homebound instruction is provided either in the Student Services Department or in the home. This is free of charge.

SPECIAL TRANSFERS (Out of Zone School Requests)

Special Transfers must be approved by the Director of Student Services and/or the Special Transfer Committee based on the following criteria:

***Curriculum-** (9-12) a career technical education program that is not offered at the zoned school

***Emergency/Unforeseen family circumstances-** (severe medical emergencies, catastrophic events, natural disaster)

***Psychological-** serious emotional problems documented by psychologist/psychiatrist treating the student will be considered

***Medical-** serious medical problems documented by a physician treating the student will be considered

***Continuity-** a change in permanent residency within the district; grades 5, 8, 12 will be considered

***House Contract-** possessing a house contract in a requested school zone and will be living in the contracted home during the school year

Note: If a Special Transfer is granted, the approval is for the duration of that school level only (elementary, middle, or high). The student is not allowed to ride the CMCSS bus to or from the out-of-zone school. Parents must make other transportation arrangements.

INDEPENDENT HOMESCHOOL

Families may register for Independent Homeschool through the Student Services Department. To register the following must be submitted each year: the TN Intent to Homeschool form, an immunization record for each child, and a copy of the parent's GED (HSET), high school diploma, college diploma. The information can be submitted in person, by USPS, or by email to homeschool@cmcss.net.

ENROLLMENT CENTER

The Enrollment Center staff can be reached at (931) 542-5078. Personnel, equipment, and technology are available to assist new families through the enrollment process and welcome them to the district throughout the calendar year.

Parents can pre-enroll online by visiting www.cmcss.net and selecting Student Registration under the Parent tab. They can then follow up at the Enrollment Center where the necessary documents to complete enrollment are scanned and sent to the individual school.

STUDENT RECORDS

The Records Center staff can be reached at (931) 542-5051. The Records Center is accountable for the maintenance and culpability of all pertinent documentation in students' cumulative files.

The center verifies and provides inactive students' information for colleges, prospective employers, rehabilitation, disability determination, and child support.

In order to request a transcript, a picture ID with signature and a completed release form must be submitted.

There are three ways to request a transcript or unofficial immunization record: in person, by USPS, or online at www.cmcss.net (choose Student/Parent tab, then click Student and Transcript Requests). Fees of \$2.00 per request can be paid either online with credit/debit card or by cash or money order when ordering in person or by USPS.



Student Services Enrollment Center Records Center

**Mission: To educate and empower
our students to reach their potential**

www.cmcss.net
430 Greenwood Avenue
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Open M-F 8AM - 4PM