



Clarksville-Montgomery County School System

Progressive Truancy Plan Certification (to be completed by Attendance Teacher)

Student: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

**Tier 1**

All students and parents will receive information about school wide prevention-oriented supports available via CMCSS website and student handbook. Additionally for every absence, CMCSS sends an automated phone call, email, and text to notify parent/guardian. Automated email, text, and call to parent will be sent at 3 unexcused absences.

**Tier 2**

Date 5-day attendance letter was mailed to parent \_\_\_\_\_

Date attendance contract was completed and signed \_\_\_\_\_

Was parent given a list of community resources? ☐ Yes ☐ No

Actions taken by Attendance Supervisor:

Phone contact (list dates):

\_\_\_\_\_

Written contact (list dates):

\_\_\_\_\_

Home visit (list dates):

\_\_\_\_\_

Date 10-day attendance letter was mailed to parent \_\_\_\_\_

**Tier 3**

Attendance Record:

Total # of absences \_\_\_\_\_: Excused \_\_\_\_\_; Unexcused \_\_\_\_\_ (# of Unexc. Susp. \_\_\_\_\_)

Referred to Tier 3 Intervention:

- ☐ Truancy Intervention Class
- ☐ Improving Student Attendance Class
- ☐ Rise-Up Academy
- ☐ School-based Restorative Justice

Date intervention to take place: \_\_\_\_\_ Did parent/student attend? ☐ Yes ☐ No

Date of manifestation hearing for IEP or 504 student \_\_\_\_\_

Were the absences a manifestation of the student's disability? Yes / No

☐ Student/Parent non-compliant with Progressive Truancy Plan

I do hereby certify that the interventions and services provided to the student/parent by our school system did not prove to be successful in improving the student's attendance. Therefore, a truancy petition is being filed.

Signature of Attendance Teacher: \_\_\_\_\_ Date: \_\_\_\_\_