COMPLETION OF CERTIFICATE OF ATTENDANCE PROCEDURE
(STS-P006)

Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the process of completing the Certificate of Compulsory School Attendance form, which required for students to apply for a Tennessee driver permit.

2.0 RESPONSIBILITY:

2.1 Student Services/School Attendance Personnel

3.0 APPROVAL AUTHORITY:

3.1 Chief of Staff

4.0 DEFINITIONS:

4.1 Certificate of Compulsory School Attendance (SF-1010): Form required by the State of Tennessee for a driver permit showing the student's days absent.

5.0 PROCEDURE:

5.1 Request for SF-1010 will be made at the school office during the school year and at Student Services during the summer.

    5.1.1 Student completes SF-1010 worksheet (STS-F004). Attendance is checked on computer. Student can have no more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester.

5.2 SF-1010 is completed and can be picked up at school office 24 hours after it has been requested. Form can be picked up at Student Services during the summer.

    5.2.1 The form is valid for 30 days during the school year. If the form is not picked up or used within 30 days, it is destroyed, the process starts over and a new form is issued.

    5.2.2 By Tennessee law, the certificate is good as long as it is dated 30 days from the end of the school during the summer months as stated on SF-1010.

5.3 Top copy of SF-1010 is given to requestor. Worksheet is attached to remaining copies.

5.4 When the student has more than ten (10) consecutive or fifteen (15) days total unexcused absences, the student becomes noncompliant. The attendance teacher completes the student, school, and noncompliance sections of the SF1010 form and mails it to the Department of Safety.

    5.5.1 When the student qualifies for reinstatement, the attendance teacher completes the reinstatement section of the SF1010 and gives the pink copy to the student.

5.5 Completed SF-1010 forms, along with documentation, will be kept on file at the school for five (5) years.

6.0 ASSOCIATED DOCUMENTS:

6.1 Certificate of Compulsory Attendance SF-1010

6.2 SF-1010 Worksheet (STS-F004)

6.3 Report Cards

6.4 T.C.A. §55-50-321

6.5 T.C.A. §49-6-3017

6.6 T.C.A. §55-50-502

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
SF-1010, report card copy & worksheet	School Attendance Office	5 years	Shred	Secured Office

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
2/24/04		Initial Release
4/01/04	A	Clarify 1.1, 4.1, 5.2, removed 5.2.1, 5.3.1, 5.3.2, rewrite 5.3, clarify 5.4.2, 5.6, add 6.4
9/27/04	B	Change to school office and central office during summer, update flowchart
8/23/05	C	Change the last six weeks to conclusion of any grading period in 5.2
1/11/10	D	Form given document control label under Student Services., 5.1 (removed by phone), 5.1.1 changed, 5.1.2 removed– phone request no longer valid. 5.2 consolidated into 5.1. Approval authority changed and responsibility changed to Student Services. 5.3 and 5.4 consolidated.
3/26/10	E	5.5 and 5.5.1 added/revised, retention table updated.
10/15/18	F	3.1: replaced Director of student Services with Chief of Staff. Changed Central Office to Student Services throughout. 5.1.1: added, "…or PowerSchool grades are attached". Changed 5.2 to 5.2.1, renumbered

| | | remainder of bullets. Updated associated documents and logo. Removed flowchart. |
| 8/14/24 | G | Removed language referencing grades and grade verifications to align with current practice and requirements in state law. |

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