

Student _____ HALF YEAR COURSE Teacher _____
Grade _____ Subject _____

NEWFANE SENIOR HIGH SCHOOL COURSE REQUIREMENT TRACKING SHEET
Each Step In The Notification Process Must Be Documented On This Form

STAGE ONE - 7 Absences

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TEACHER notify student and guidance counselor of absences and refer student to assistant principal:

Teacher signature _____ date _____

ASSISTANT PRINCIPAL confer with student and/or notify parent/guardian by mail and/or by phone:

Assistant Principal signature _____ date _____

STAGE TWO - 10 Absences

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TEACHER notify student of absences and refer him/her to assistant principal:

Teacher signature _____ date _____

ASSISTANT PRINCIPAL hold conference with student within 5 school days:

Assistant Principal signature _____ date _____

Student signature _____ date _____

Parent/Guardian will be notified by mail and/or phone that they can request a conference, if they desire.

STAGE THREE - 14 Absences

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TEACHER notify student and principal that maximum number of absences has been reached:

Teacher signature _____ date _____

PRINCIPAL notify parent/guardian by certified letter; notify student personally, instruct guidance office to drop student from course immediately, due to insufficient participation:

Principal signature _____ date _____

ORIGINAL COPIES OF THIS FORM WILL BE KEPT IN THE ASSISTANT PRINCIPAL'S OFFICE