MGLVA Withdraw Progress Report

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| **Student Name:** | Student ID #: |
| **Grade**: | Date of Birth: |
| **Teacher**: | Date or W/D Progress Report: |

# Progress Policy Documentation: K8 Only

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| --- | --- | --- |
| **No Progress** | **Date** | **Action Taken** |
| Week 1 |  |  |
| Week 2 |  |  |
| Week 3 |  |  |
| Week 4 |  |  |

# Attendance Policy Documentation:

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| **Action Taken** | **Date** |
| 3 Absences -Phone call and Kmail with note |  |
| 5 Absences – Kmail, email, phone call with TVS note. MGLVA Office sends certified attendance letter. |  |
| 8 Absences – K-Mail, e-mail, phone call and enters note into TVS;  student meets with teacher/admin to develop Academic Success Plan.  If student has an IEP, Spec Ed Case Manager needs to be a part  of this process. |  |
| 10 Absences – Student does not correct attendance/progress issue and violates Academic Success Plan. 10 days missing attendance progress-Homeroom teacher enters information into 10 Day Absence Form; enters note in TVS. |  |
| Truancy letter sent to Parent from Manistee ISD Truancy Officer |  |
| Truancy compliance deadline (10 days from truancy letter) |  |
| Withdrawal from MGLVA |  |

# Current Progress/Grades (insert screen shot below):