

# Hart County Schools - Behavioral & Academic Documentation

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*Please complete the documentation sheet on a daily basis and submit to school psychologist by scan/email ([kristina.sidebottom@hart.kyschools.us](mailto:kristina.sidebottom@hart.kyschools.us)) OR fax (270-524-2634) on Friday afternoon at the end of the day. This will ensure that the DPP receives the information for presentation in court on Mondays.*

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**Student Name & DOB:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Week of Monday,** \_\_\_\_\_  
(DATE)

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**ANECDOTAL NOTES:**

Monday:  Absent - OR - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tuesday:  Absent - OR - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wednesday:  Absent - OR - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thursday:  Absent - OR - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Friday:  Absent - OR - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total WEEKLY Attendance Summary:**

**Absent:** \_\_\_\_\_ Total for Week ( \_\_\_\_\_ Excused; \_\_\_\_\_ Unexcused)

**Tardy:** \_\_\_\_\_ Total for Week ( \_\_\_\_\_ Excused; \_\_\_\_\_ Unexcused)

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Goal #1: \_\_\_\_\_

Goal #2: \_\_\_\_\_

Goal #3: \_\_\_\_\_

**Place a "checkmark" for each goal met for each day - leave blank if goal NOT met - complete other lines as noted (goals on personal Behavioral Intervention Plan defined above).**

**TEACHER#1:** \_\_\_\_\_

GOALS & PROGRESS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Goal #1					
Goal #2					
Goal #3					
Overall Goal Rating: + / NC / -					
Overall Attitude					
Work Completion: <50%, 50%, >50%, 100%					

+ / NC / - denotes + for overall progress; NC for no significant changes overall; - for noticeable regression  
 Overall Attitude: P-Poor; F-Fair; A-Appropriate  
 Daily Work Completion Rate: <50% for day; 50% for day; >50% for day; 100% for day

**TEACHER#2:** \_\_\_\_\_

GOALS & PROGRESS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Goal #1					
Goal #2					
Goal #3					
Overall Goal Rating: + / NC / -					
Overall Attitude					
Work Completion: <50%, 50%, >50%, 100%					

+ / NC / - denotes + for overall progress; NC for no significant changes overall; - for noticeable regression  
 Overall Attitude: P-Poor; F-Fair; A-Appropriate  
 Daily Work Completion Rate: <50% for day; 50% for day; >50% for day; 100% for day

Teacher #1 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher #2 Signature: \_\_\_\_\_

Date: \_\_\_\_\_