



CLAYTON COUNTY PUBLIC SCHOOLS
**ACHIEVE
TEAM**
ATTENDANCE MATTERS!
ALL DAY, EVERY DAY!

Attendance FAQ

Why am I receiving a letter about my child's truancy?

According to the State of Georgia Student Attendance Protocol when a student reached five or more unexcused absences, each school system will notify the parent, guardian or other person who has control or charge of the student. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.

Do I need to send in a note when my student is late or just absent?

Anytime your student is late to school, other than a late bus, a note is appreciated. When you sign in on the check in log, you will write the reason for the tardy. If it was because of a doctor/dentist appointment, turn in the note the doctor/dentist office gave you. Any other reason, turn in a handwritten note. All tardy and/or absent notes must be received within 3 days of returning to school.

What does my note need to include?

Every note, whether tardy or absent, must include the following:

- Today's date
- Student's name
- Parent's name
- The date(s) of absence(s)
- The reason for absence(s)
- Parent's signature

Will my student's absence(s) be excused?

All notes, whether provided by a doctor or handwritten by a parent/guardian, must be received by the Attendance Clerk, within 3 days of returning to school.

Handwritten notes are only accepted for 10 absences. If a parent/guardian has provided 10 days of handwritten excuses (not 10 letters but 10 absences), a doctor's note is required for any subsequent absences.

Georgia State Board of education delineates excused absences for the following reasons:

- Personal illness or attendance in school endangers a student's health or the health of others
- A serious illness or death in student's immediate family necessitating absence from school
- A court order or an order by a governmental agency including pre-induction physical examination for service in the armed forces, mandating absence from school
- Observing religious holidays, necessitating absence from school
- Serving as a page for the Georgia General Assembly (Students will be marked present)
- Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election
- Conditions rendering attendance impossible or hazardous to student health or safety
- Up to five school days when a parent is called to duty or on leave from a combat zone or a combat support posting
- Students in foster care who attend court proceedings related to their foster care (Students will be marked present)
- Up to two days per school year for a student who successfully participates in the Student Teen election Participant program (Students will be marked present)

What about earlier checkout?

According to the State of Georgia Student Attendance Protocol Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian.

1) To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.

2) A parent or legal guardian may be required to bring appropriate documentation showing the necessity of an early checkout at the time the student is released from school.

Does attendance matters as early as kindergarten?

Studies show that children who miss too many days in kindergarten and first grade have trouble mastering reading.

What if my child has a chronic illness that prevents him/her from being at school regularly?

Clayton County Public Schools offers several alternative educational options for students with special circumstances that have been verified by a physician. Please contact your student's school if you are in this situation.

My student is sick. Shouldn't my child stay home?

The health and safety of our students is of highest priority. If your child has a fever, is vomiting or has other severe symptoms, your child is too sick to come to school. Parents are allowed to excuse up to 10 days with a handwritten note of illness from a medical professional.

What about a family emergency? If the car breaks down, or there's a relative in the hospital, is that an excused absence?

If your family is experiencing a family emergency, please contact your scholars, school counselor or social worker to identify options.

What can parents and guardians do to prevent their child from being truant?

If parents and guardians have a child who is missing school, late to school, skipping class, or not interested in attending school, there are several ways to help them:

- Set clear boundaries
- Ask questions of them and their school to stay informed
- Maintain routines
- Provide incentives
- Talk about consequences
- Keep open lines of communication with the school
- Know the attendance policy at your child's school
- Talk to teachers
- Check to see if their child's attendance is pulling up
- Ask for help from school officials or community agencies if they are having trouble getting their child to school.

Thank you for taking the time to understand our attendance policies and for your ongoing support!