

## Extracted from RCPS Attendance Protocol

### School Responsibilities:

**Attendance Support Team (AST):** Each school will establish a team which will be chaired by a school administrator. The team should include the school counselor, school social worker, and other designated professionals as deemed appropriate by the principal. The team will meet at least twice per month (**or more**) during the school year to review attendance issues or to hold parent conferences. The AST is responsible for **reviewing student attendance** to reduce tardies, early checkouts, and absences of 5 days or more.

**a. One (1) absence – Call from the school automated system.**

**b. Two (2) days absent:** The classroom teacher or **school designated personnel** will make direct contact with the parent, guardian or other person having control or charge of a child when the student has missed **two days** of school. Designated school staff should inquire about the reason for the absence and remind students and parents of the importance of good attendance. This action will be documented on a contact sheet/attendance card.

**c. Three (3) days absent:** **The classroom teacher or school designated personnel will make direct contact with the parent, guardian or other person having control or charge of a child when he or she has missed three total days of school and schedule a parent conference if the absences have not been excused.** If the school has not been made aware of a reason for the absences which is included in the legal definition of an excused absence, the counselor or designee will contact the parent(s) to inquire about the reason for the absence and offer support and encouragement, as well as remind student and parent of possible consequences. If the student has **three (3) total absences and those absences are not related to a serious illness or another justifiable circumstance**, a formal notification letter will be sent by the school requesting that the parent, guardian or other person in charge of the student come to the school for a conference with the Attendance Support Team to discuss the reasons for the absences and to develop an attendance contract. The contract should outline the school's expectations for attendance as well as specify the consequences for continued absences.

Four (4) absences: **The classroom teacher or school designated personnel will make direct contact with the parent, guardian or other person having control or charge of a child when he or she has missed four total days of school and send a letter home.**

**c. Five (5) days absent:** School personnel will notify the Attendance Support Team of all cases in which a student has missed **five (5)** days of school. Based on relevant information shared at the time of the AST meeting, the AST may (1) request that the parent submit doctors excuses for additional absences or (2) make a SSW referral if the absences are unexcused and the parent is already under an attendance contract. If the 10 days are unexcused and consecutive, school personnel should make an effort to contact the parent to discern the reason for the absences before withdrawing the student. *Each superintendent or the superintendent's designee shall use his or her best efforts to notify the parent, guardian, or other person if the school system plans to withdraw such student. The superintendent of the LEA or the superintendent's designee shall document a minimum of three (3) attempts to contact the parent, guardian, or "other person" for*

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*the explicit purpose of holding a withdrawal conference. See Georgia Department of Education State Board Rules – Guidance for the Student Enrollment and Withdrawal Rule 160-5-1-.28.*