

## Parents: Know Attendance Guidelines & Procedures

### Facts about Attendance

- Compulsory attendance is **required** for children from their **sixth** (6<sup>th</sup>) to **sixteenth** (16<sup>th</sup>) birthdays **and** for children enrolled in a Kindergarten program for **more than twenty** (20) days.
- Parents, guardians or other persons who have charge of a child are ultimately responsible for that child's attendance in school.

### Things to Remember:

- When your child must be absent from school, be sure to send an excuse note **within three (3) school days**. If possible, a physician's note is preferred and may be requested by the school.
- Georgia law allows a student to be excused from school for the following reasons:
  - ✓ Personal Illness
  - ✓ Illness or death in the **immediate** family
  - ✓ Recognized religious holidays observed by the student's faith
  - ✓ Mandates by order of a governmental agency
  - ✓ Conditions rendering attendance impossible or hazardous to the student's safety
  - ✓ Visitation with a parent who is in the military preparing to deploy to a combat zone or who is home leave from said zone
- The school principal has the authority to require additional proof of the legitimacy of any excuse.

### What to Expect:

- If your child is absent from school, you will be contacted via the RCPS electronic calling system.
- If your child reaches more than one absence, someone from the school will contact you to inquire about the nature of the absence and to encourage good attendance. You may also receive a letter from the school.
- If your child reaches three (3) **unexcused absences**, you may be contacted by the school to arrange a parent conference.
- If your child reaches five (5) unexcused absences, you will be contacted by the *Attendance Support Team (AST)* and asked to come in for a conference and to set up an attendance contract.
- If your child misses a total of **ten** (10) absences, (**excused and unexcused**) you may be asked to provide medical documentation for any additional absences.
- If your child reaches **ten** (10) **unexcused** absences, you will be contacted by the school social worker. Please note that the school's AST is required to refer to outside agencies, such as **Rockdale County Juvenile Court** or **Rockdale County Department of Family and Children's Services**, for further absences.

### Why:

The goals of the Rockdale County Public schools attendance protocol are the following:

- To ensure compliance of state compulsory attendance laws
- To increase the participation percentage of students who take required state test in all subgroups
- To increase the high school completion rate of students who graduate from Rockdale County Public Schools

For more information, contact your child's school counselor or school social worker.