

# Attendance Policy

## Attendance Change/Email Check-Outs

- In accordance with the other schools in Coweta County, we **no longer accept** any **EMAILS or PHONE CALLS** for check-outs. There is a plan in place for emergencies, but this is a county wide policy. If a student will be leaving school early without a parent coming into the school to check them out, they must bring a written note that morning to Attendance. This note should include the time they are leaving campus, the reason why (i.e. Dr. appointment, trip, etc), a parent/guardian's signature, and a valid phone number for verification – ALL notes will be verified.

## Excuse Notes

- Students are allowed to turn in **12 home sick notes a year** – notes must be **turned in within 3 DAYS** after the student returns back to school – **IF** a student is out 5 consecutive days, they **MUST** have a doctor's note when returning to school. If a student reaches the 12 home sick note maximum, only doctor's notes will be accepted to make the absence excused.
- Doctor's notes may be turned in anytime and there is not a limit to how many can be turned in. If there is a suspicion that the doctor's note is a forgery, we are allowed to call and verify the dates covered on the note.
- A student must be fever free for at least 24 hours, without fever reducing medication, to return to school.
- A Truancy letter will be sent after the accumulation of 5 unexcused absences.

## Certificate of School Enrollment / ADAP Forms

- These forms for a learners permit and driver's license should be requested **24 hours** in advance. These forms are needed **before** going to the DMV.