

Attendance Policy

Excused absences are defined by the State Board of Education Rules. As applied in the District, students may be temporarily excused from school:

- *A child is ill or attendance in school would endanger his/her health or the health of others**
- *A serious illness or death occurs in the immediate family of the child**
- *A child is observing a recognized religious holiday of his/his faith**
- *A child is mandated by order of a governmental agency**

A complete listing of excused absences can be found in Cobb County School District's Policy Administrative Rule JE.

*Please note that doctors and illness notes must be provided within 3 days of the absence in order for it to be marked excused.

The District Protocol on notifying parents regarding absences is as follows:

- Three Unexcused Absences: The teacher will contact the parent or guardian. If contact is unsuccessful, then a letter or postcard will be sent.
- Five Unexcused Absences: School will use automated calling system to call parents and send attendance letter.
- Seven Unexcused Absences: School Social Worker referral (intervention on case as needed).

*Please note the county policy outlines that at 3 or more absences (excused or unexcused) per semester, the school administrator and/or school social worker may require a doctor's statement verifying illness. You can review this policy at the county's website:

http://www.cobbk12.org/centraloffice/adminrules/I/Form_JB-5.docx

In summary, it is always best practice to send in a doctor's note when your child has been out sick and seen their pediatrician. All absences must be accompanied by a note from the parent or guardian regarding the reason for the absence. Also, for a tardy to be counted excused for a doctor appointment you must have a "return to school" pass from the doctor's office. A note from the parent will not be accepted towards an excused tardy.