

## **Attendance Guidelines**

All absences must be verified by a written excuse from parent or doctor. Please submit the excuse on a separate sheet of paper as it will be filed in your child's attendance file. **All excuses must be submitted the day your child returns to school.** County policy does not allow for late excuses. If a late excuse is submitted, it will be filed in your child's attendance file, but the absence will not be coded as excused.

Excused absences include the following: Medical appointments (doctor's excuse); failure of the bus to run (driver must verify this with school office/administration); school approved activities; funeral services; legal appointments; gifted classes.

Absences NOT excused include the following: vacations (parent notes may be used); suspensions; absences with parent notes exceeding the allowable ten (10)

Parent notes – there are ten (10) parent notes permitted per year. Please note that excuses **MUST** be submitted on a separate sheet of paper upon returning to school. Parent notes should be used for illnesses that may not require a doctor's visit (i.e., cold, stomach virus, etc.).

There is a sign-in/sign-out sheet in the office for early departures or late arrivals. A student must be accompanied by a parent or guardian and report to the office when arriving late. This includes morning drop-off after 7:55 a.m.

### **Parent/Guardians will be notified of your child's attendance as follows:**

**3 Unexcused absences** - On the third (3rd) unexcused absence, parents or guardians will receive written notification from the school. Parents may schedule a conference with school officials, and schools may offer services to help keep students in school.

**Five (5) Unexcused Absences** - On the fifth (5th) unexcused absence, the Putnam County Schools Attendance Coordinator sends a legal notice advising of the consequences should the student continue to accumulate unexcused absences.

**More than 10 Unexcused Absences** - If the student and parent or guardian do not comply with the provision of the five (5) day legal notice, a notification for a hearing concerning the student's attendance will be mailed by the Magistrate Court of Putnam County.

**Out-of-Zone Students** - Students who were accepted as Out-of-Zone that are consistently tardy, absent, or late for pick-up at dismissal will be denied approval the following school year upon application for attendance to Poca Elementary School.

If you have any questions concerning the attendance policy for Putnam County Schools, please contact the county Attendance Director, Jennifer Campbell, at 304.586.0500 extension 1117.