

WHAT IF I AM ABSENT FROM SCHOOL?

Students who have been absent from school must submit an excuse note to the Attendance Office upon their return to school. Per Cobb County policy, **notes must be turned in the first day that a student returns to school following an absence, but no later than three (3) days after the student's return to school. Notes will NOT be accepted after the three (3) day limit.**

The Georgia State Board of Education policy allows **only** the following circumstances to be *EXCUSED*:

- Personal illness
- Death or serious illness in the immediate family (parents, stepparents, legal guardians, grandparents, and siblings)
- Recognized religious holidays observed by the student's faith
- Absences mandated by governmental agencies (court orders, etc.)
- Conditions which render school attendance impossible or hazardous to the student's health and safety

All other reasons for absence are *UNEXCUSED*.

WHAT INFORMATION NEEDS TO BE INCLUDED IN AN EXCUSE NOTE?

All excuse notes must include the following information:

- Student name
- Student school ID number
- Date(s) of absence(s)
- Reason for absence
- Contact number where the parent can be reached
- Parent signature

****Where possible, all excuse notes must be on official letterhead** from a doctor, government agency, etc. If this is not possible, parents are permitted to write the excuse note. Please note that students are NOT permitted to write excuse notes, even if the parent signs it. **Notes written by students will NOT be accepted.**

WHAT IF I AM TARDY TO SCHOOL OR CHECKING IN LATE?

If a student arrives at school after 8:20 am, an excuse note is required if the tardy is to be marked excused. Only the reasons above may be excused. Students must check-in at the Attendance Office upon arrival. Please note that excessive tardies or failure to sign in properly will result in disciplinary referral.

WHAT IF I NEED TO CHECK OUT OF SCHOOL EARLY?

Students can be checked out by having a parent or individual on his/her emergency contact list sign them out in the Attendance Office. **Anyone checking a student out of school MUST present ID. *Students will NOT be permitted to be checked out of school by someone who is not on his/her emergency contact list.* Contacts can be added to or removed from the list in the Counseling Office.**

If a student walks or drives to school and is required to depart during the school day, a written note from a parent (including departure time and a phone number where the parent can be reached) is **required regardless of the student's age**. This note should be **submitted to the Attendance Office by no later than 9:00 am**. If a parent wishes to fax a note, they may send the fax to (770) 578-3268.

All notes will be verified with a parent, and the student will be released at the appropriate time after the note is verified. **Students will NOT be permitted to depart if verification with a parent is not possible.**

Only the reasons listed above will be considered excused absences. An excuse note from a doctor, government agency, etc. will be required upon the student's return to school in order for the absence in any missed classes to be excused. **Any absences following early checkout without a note will be marked as unexcused.**