

Hillgrove Attendance Protocol

678-331-3961 ext. 231/230

The Pupil Personnel Office handles student requests for checking in and out of school, along with the attendance procedures as determined by Cobb County School System.

Office hours are 7:45 am- 3:30 pm. The Attendance Office is located in main lobby.

Excused Absences-The Georgia Board of Education states that students may be temporarily excused from school for the following reasons:

- When personally ill and when attendance in school would endanger their health or the health of others
- When in their immediate family there is a serious illness or death, which would reasonably necessitate absences from school.
- On a special and recognized **religious holidays** observed by their faith.
- When mandated by order of governmental agencies (pre-induction physical examination of service in armed forces or court order).
- Due to conditions rendering school attendance impossible or hazardous to their health or safety.
- In order to register to vote (not to exceed one day).

Other reasons will be recorded as unexcused. Refer to Cobb County School Board [policy JE](#) regarding student attendance policies.

Returning to School after an Absence

A letter written by a **parent/guardian** or **licensed physician** must be presented to **PPO** the day a student returns to school from an absence. **Reminder: students have three (3) days to excuse an absence or the absence will remain “unexcused”.** The statement should **indicate the reason for the absence, the number of days absent with dates, work and/or home phone number where a parent can be reached.**

Checking-Out of School

Early checkout from school is discouraged. Students and parents should try to arrange medical and other appointments after school hours. A student who must check out of school early must bring a note to PPO by 8:15a.m. The note should include:

- Student’s first and last name, Parent’s name and/or signature
- Reason for early dismissal request and time of dismissal
- Telephone number where the parent can be reached during the school day to verify

checkout request. In the event that a parent **cannot be contacted** for verification, **the parent must come to PPO and check student out in person, (please bring ID).**

- If a student is **driving**, a **parent must be contacted before** he/she is allowed to leave campus.

Any early dismissals that have not been pre-arranged (walk-ins) will not be accommodated after 3:15 p.m. without an Administrator's approval.

Certificate of Attendance for Driver's Licenses/Learner's Permit

The Certificate of Attendance is needed in order to receive a learner's and driver's license. These are handled in the Attendance office during the hours of 7:45 A.M. – 3:30 P.M. daily, before school, after school or during lunch.

- Student may report to the Attendance office to request the form any day during the week.
- The student may pick up the certified and notarized form within 48hrs in the **Attendance Office.**
- The \$2.00 notary fee is payable to Hillgrove High School **at the time of request.**
- Certificates of Attendance are good for 30 days.

Driving and Attendance: A student's driver's license or learner's permit may be suspended by the Georgia Department of Driver Services if the student has **10 or more unexcused absences during a school year.** The suspension will be for one year or until the student's 18th birthday

Our student's education and safety are our main concern; therefore we appreciate your cooperation in abiding by the guidelines indicated above.