Student Attendance and Check-out procedures:

Beginning January 6, 2020 any person NOT listed on the student’s emergency contacts will not be allowed to check out a student. This includes a parent living with the student who is NOT the enrolling adult, or anyone else listed on the secondary family. Student information forms were sent at the beginning of the school year to address this policy and all content was updated. If you need to add anyone to your student’s emergency contact, please have the enrolling adult come by the school’s Front Office to update the information.

Additional information regarding student check out:

Checking out a student
If a student must check out of school early for a prearranged appointment, the student should bring a note to Attendance Office the day the check-out will occur anytime between 7:45 am-9:00 am.

The note must include:
- Student’s name
- Student ID number
- Reason for early dismissal
- Parent’s name and signature
- Someone from the Attendance Office will call and verify all student’s driving themselves or walking. If the parent can’t be reached to verify the request, the student can’t leave campus.

*If an emergency medical appointment is scheduled the same day, the parent should email a note to ananda.lopez@cobbk12.org or fax a note to 770-516-4257. IF YOU EMAIL OR FAX, PLEASE FOLLOW UP WITH A PHONE CALL TO ENSURE WE HAVE RECEIVED THE EARLY DISMISSAL NOTIFICATION.

When your student does not feel well, they have been instructed to request a pass to the clinic. Students should not be calling or texting parents from the classroom. A visit to the clinic will help ensure that going home is necessary and cuts down on disturbing classroom instruction. Our goal is to encourage students to remain in school, unless you and the nurse decide dismissal is the best choice.

Returning to school after an absence
A letter written by the parent/guardian or a licensed physician must be presented to the Attendance Office when the student returns to school from an absence. Failure to submit a note within three (3) school days after a student’s return from an absence will result in the absence being marked as unexcused.

The statement should indicate the following:
- Reason for the absence
- Dates the student was absent
- Telephone number where parent can be reached
- Parent/guardian or licensed physician’s signature

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 to school would endanger their health or the health of others
- When in the 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 family
- When mandated by order or 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 (Cannot not exceed one (1) day)

Tardy to school
If a student arrives to school after 8:20 am he/she must report to the Attendance Office to sign in. Tardy notes are only accepted at the time of Check-in. Excessive tardies to school or failure to sign in or out properly will result in a disciplinary referral.

Other Important Information
- No check outs after 3:15 pm
- On PM Pep Rally days no check-out after 2:30 pm
- Always bring a valid picture ID