

The Cobb County School District, as well as all other school districts in Georgia, are required by law to establish a district-wide attendance protocol that details the steps that schools and staff will take to report, investigate, and prosecute student absenteeism. It is designed to address unexcused absences and promote regular school attendance – a vital part of a student’s academic and future work success.

Creating an early pattern of regular attendance establishes attitudes and habits that will carry over into adult work habits. Inconsistent attendance results in falling behind in class work making it difficult to catch up. **Your child’s success in school depends on having a solid educational background, one that can only be gained through regular school attendance.**

**Please see the chart below for a quick look at the attendance protocol.**

<b>3 Unexcused Absences</b>	<b>Teachers MUST make a phone call home.</b>
<b>5 Unexcused Absences</b>	<b>School will use automated calling system to call parents and send letter.</b>
<b>7 Unexcused Absences</b>	<b>School Social Worker referral</b>

**\*\*Excessive Absences (excused or unexcused):** At the discretion of local school administration, students may be referred to the School Social Worker at any time it is deemed appropriate for excessive excused/unexcused absences. Previous years’ attendance records may be taken into consideration when making a referral.

The principal may ask for additional medical or other documentation to verify that absences are excused, particularly when more than three (3) absences have been accumulated during the semester.

Absences stemming from out-of-school suspensions, while concerning, shall not warrant a School Social Work referral unless deemed necessary by school administration.

**When should I allow my student to miss school?**

Children should only be absent in cases of illness or Emergency and fever free for 24 hours. Absences due to shopping trips, special vacations, etc. should be avoided, because they tend to minimize the value of school and education.

**School staff members are eager to help you connect with your child’s school experience. You can help your child want to attend school regularly by working with teachers, counselors, and school administrators. Here are a few ideas:**

- Check the Mableton Website: <http://www.cobbk12.org/Mableton/>
- Read your child’s school newsletter.
- Schedule regular meetings with your child’s teachers.
- Join the PTA at Mableton.
- Schedule work and family obligations outside of school hours.
- When possible, support your child’s extracurricular activities.
- Check your child’s backpack and weekly folder.

**Student attendance improves when parents help their children prepare for school.**

- Talk with your child about his or her assignments.
- Establish a specific time and place for homework to be completed.
- Check homework for accuracy.
- Help your child create a special folder for finished assignments.
- Read daily with your child

**Support your child’s education. School offers exceptional learning opportunities every day. Help your child be at school all day, every day!**

**Establish a routine:**

- Make sure children have homework done, classroom materials together, and clothes laid out the night before school. Make sure they get enough sleep so that they are well-rested in the morning.

**Let children know that good attendance is important:**

- Show them that you are interested in their school activities and want them to do well in school.

**Communicate with school staff:**

- Let them know in advance if your child is going to be absent or if you have concerns about your child’s attendance or school performance.

**Observe the school schedule:**

- Plan family vacations during school recesses and schedule children’s doctor appointments after school hours whenever possible.

**Praise your child when he or she exhibits good attendance and promptness.**

