



## ATTENDANCE INFORMATION FOR SPRAYBERRY PARENTS

**Mrs. Erika Beck, Assistant Principal – x 281**

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**Mrs. Anita Eubanks, PPO Clerk – x 310**

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**The Attendance Office where students check in late or out of school early is located right inside the doors off the back side of the school near the patio and bus lanes. The office is open from 8:00 a.m. to 4:00 p.m. Parents/Guardians must show an I.D. in order to check out a student.**

State Board of Education policy allows only the following circumstances as **Excused Absences**:

1. Personal illness.
2. Death or serious illness in the immediate family.
3. Recognized holiday observed by the student's faith.
4. Dr. Visit – Dr. note must be submitted.
5. Absences mandated by governmental agencies (court order, etc.).
6. Conditions which render school attendance impossible or hazardous to the student's health and safety.
7. Selection to serve as a Page in the General Assembly.
8. Up to a maximum of five (5) days per school year to visit with a parent who is in military service in the armed forces on leave from an overseas deployment to a combat zone.

**\*\*ALL OTHER REASONS ARE UNEXCUSED**

### **Tardy To School or Checking In Late**

If a student arrives at school after 8:20 a.m., a written note from a parent or a doctor is required, if the tardy is to be excused. Only the reasons above may be excused.

### **Checking Out Of School Early**

If a student needs to leave school during the day, a written note from a parent/guardian (including a phone number where they can be reached) is required. This note should be brought to the Attendance Office **BEFORE SCHOOL STARTS**. All notes will be verified and students will be released at the appropriate time. If anyone other than the parent/guardian (**Uber** driver, taxi driver, relative, friend, etc). is coming in to pick up your student, the note must contain the name of the person signing the student out. The person picking the student up must come inside and show ID in order to sign the student out.

### **If a student becomes sick during the day.**

If a student becomes ill during the day, he/she should report to the nurse's clinic, located in the main building, with a hall

pass from the current teacher. The parent/guardian will be contacted for arrangements to transport the student home.

### **Absent From School**

If a student is absent for any reason, a written note from a parent/guardian is required within **three (3) days** to excuse this absence. The note is to be brought to the Attendance Office by your student upon their return to school. The note must contain the student's ID number. Only the reasons listed previously may be excused. If a student has been absent from school 10 or more days during the school year, school administration and/or school social worker may require a doctor's statement verifying illness. Under certain circumstances, the record for previous year's absences may be reviewed with a doctor's note requested before 10 days expire. Work missed due to an unexcused absence will result in a zero and no credit awarded.

### **What If My Child Has To Be Absent For An Unexcused Reason?**

Absences due to family/educational trips **MUST BE APPROVED IN WRITING BY AN ADMINISTRATOR BEFORE** the trip is taken. These absences will be marked unexcused; however, permission may be given to make up work missed, provided that arrangements are made in advance.

### **How can I verify my child's attendance?**

ParentVue may be used to see both your child's attendance and grades. Visit the Main Office to complete a simple application and receive your PIV Access Code.

### **Certificate of Enrollment**

A Certificate of Enrollment is required to get a driver's license or permit. Students need to come into the Attendance Office and sign their names on the *Request for Certificate of Enrollment Clipboard* on Monday during lunch and return on Wednesday to pick up the completed form. A \$2.00 processing fee is required when the form is picked up.

### **Change in address, phone number, or contacts**

It is very important for the school to maintain accurate contact information. Please contact the **Counseling Office** if there are any changes to your student's record, (i.e. telephone number, address, contacts).