

## ATTENDANCE

Frequently asked questions & answers:

~ Who do I contact if my child is absent?

Please notify the student's teacher via email or phone call. You may also contact the front office at 770-781-2240 ext. 150103.

~ Do I need a doctor's note if my child is absent due to illness?

Doctor's notes are not required for illnesses. However, if your child was seen by a physician during the absence, please request a school excuse from the attending physician.

You can submit written excuses from home by either sending in with the student, or emailing to [Chattattendance@forsyth.k12.ga.us](mailto:Chattattendance@forsyth.k12.ga.us)

Note: Any student with 10 or more absences due to illness may fall under our "Medical Note Required" policy with require doctors notes for any future tardies, checkouts, or full day absences.

~ What if my child is still out sick beyond the dates that the doctor's note indicates?

Along with the physician's school excuse, submit a written note from parent/guardian indicating that your child's symptoms extended past the return to school date.

~ What is considered an excusable absence?

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A scheduled medical, dental or eye examination of the student.
7. Registering to vote or voting.
8. Visiting with a parent or legal guardian who is in the military service in the armed forces and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of 5 days per school year.

Non-school related activities and vacations are considered unexcused.

~ What are the consequences if my child has unexcused absences?

After 5 unexcused absences, the parent/guardian will receive a county office letter bringing the your attention the consequences of future unexcused absences. For more information regarding county attendance policies please visit:

<http://www.forsyth.k12.ga.us/site/Default.aspx?PageID=18984>

~ Who can I talk to if I have questions/concerns regarding my child's attendance?

Tammy Burns is our Attendance Secretary. She can be reached at 770-781-2240 ext. 150103 (or) [tburns@forsyth.k12.ga.us](mailto:tburns@forsyth.k12.ga.us).

~ What are the Check In – Tardy Procedures?

Every student is required to be **in their classroom at 7:40**. A warning bell is released at 7:35 giving the students a 5 minute warning to be inside their respective homerooms. Any student not in the classroom by the 7:40 tardy bell, will be required to report to the front office for a tardy pass. Any children still in car rider line will be considered tardy when the bell rings. Children walking to their classrooms will be considered “tardy” when the bell rings. They must be inside their rooms when the bell rings.

~ What are the Early Check Out Procedures?

Parents must report to the front office for any student check outs. Secretaries will contact the classrooms for students checking out. Any parent requesting to personally walk to the classroom will be required to obtain a “Release Slip” from the office.

**Teachers will not be permitted to release the students without this.** Checkouts after 2:00 p.m. will not be permitted.

~ Do I still need to send in a note if my child was sent home by the nurse?

Any full day absences require a written note from home upon the students return. These absences are excused.