



Attendance Policy & Procedure

APS STUDENT ATTENDANCE POLICY DESCRIPTOR CODE: JB

In support of student success, the Atlanta Board of Education expects students to be present at school and to arrive and depart on time in accordance with the provisions of the Georgia compulsory attendance law. Pursuant to O.C.G.A. §20-02-0690.1, parents, guardians or other persons having control or charge of students are liable for the students' attendance in school.

In view of the negative effects of excessive student tardiness and absenteeism on student performance, the Board expects local schools to initiate programs to assist students in improving their attendance and punctuality. Furthermore, the Board authorizes the Superintendent to establish administrative regulations to implement this policy.

APS STUDENT ABSENCES AND EXCUSES POLICY – DESCRIPTOR CODE: JBD

The Atlanta Board of Education recognizes that daily attendance at school is required for student success. In accordance with the provisions of state board rule 160-5-1-.10, Student Attendance, the Atlanta Board of Education defines acceptable excuses for being absent from school as:

- Personal illness of the student and/or a situation in which attendance in school would endanger the health of the student or the health of others.
- Serious illness or death in the immediate family of the student that would reasonably necessitate absence from school.
- Special and recognized religious holidays observed by the faith of the student that necessitate absence from school.
- Mandates by the school or other governmental agencies, such as pre-induction physical examination for service in the armed forces, a court order or out-of-school suspension.
- Weather or other environmental conditions preventing a student from getting to school or rendering school attendance hazardous to the health or safety of the student.
- Voter registration or voting in a public election, not to exceed one (1) day per school year.

Upon return to school from any absence, the student shall bring to the school a note, signed by the parent/legal guardian, stating the reason for the absence. A student who serves as a Page of the Georgia General Assembly shall be credited as present by the school for days missed for this purpose. ***A student who has an emergency necessitating absence from school for a portion of the school day must be present at school at least for one-half of the instructional day, excluding lunch, in order to be counted present for the day.***

Prior to the end of the school day, students shall be released only to their parents/legal guardians, or to persons properly identified to school office personnel by the parents/legal guardians, or upon written request by the parents/legal guardians confirmed by telephone or in person. In accordance with administrative regulations and guidelines set forth by the Superintendent, parents shall be notified when children are absent from school or class without prior notice and approval.

THE IMPACT OF ATTENDANCE

Consistent student school attendance is an Atlanta Public Schools' policy. Students are expected to be present at school and arrive and depart on time according to the provisions of the Georgia Compulsory Attendance Law. Students who are absent from school or tardy miss valuable instruction time and other important school activities. Chronic tardiness and absence from school result in a student being less likely to master skills, concepts, and principles needed to achieve on his or her respective grade level. Also, absenteeism and tardiness are disruptive to the "teaching-learning" process.

If students are absent from school, they must bring a written note signed by the legal parent or guardian explaining the absence. Upon return to school, the student should deliver the note to his or her homeroom teacher. Parents/Guardians are asked to call the school office immediately when extended unanticipated absences are to occur. **Students that arrive to school after 8:50 a.m. will be marked late/tardy to school.**

PERFECT AND PATIAL DAY ATTENDANCE

A student qualifies for a Perfect Attendance Award when he/she has not been absent and has three [3] tardies or less for the entire school year. Three [3] tardies equals one absence.

To be counted present, students must attend the required number of hours each day. Therefore, students who are tardy or leave before the end of the day must be present for at least one half of the instructional day, excluding lunch to be counted for the instructional day.

PERSONNEL DUTIES AND RESPONSIBILITIES WITH RESPECT TO STUDENT ATTENDANCE (i.e. Unexcused Absences)

Advisory Teachers (ATs)

1. ATs are responsible for taking accurate daily attendance during the advisement hour.
2. Once a student has accumulated excessive unexcused absences (i.e. 3, 5, and 8 days), ATs will perform the following teacher accountability functions:
 - a. Contact student's parent of record listed in Infinite Campus
 - b. Document parent contact via contact log in Infinite Campus
 - c. Complete and submit parent letters for mailing to floor clerks at the 2, 5, and 8
 - d. Grade-level hall monitors will collect the **Attendance Tuesday forms** from the ATs every normal school day Tuesday.
 - e. The data collected on **Attendance Tuesdays** will used as **part of the totality of evidence of student attendance at the weekly Attendance Committee meetings.**

Teachers of Record (TOR)

1. TOR are responsible for taking accurate daily attendance during each of their respective classes taught.
2. Once students of record has accumulated **3 -4 unexcused absences**, TOR will perform the following teacher accountability functions:
 - a. Contact student's parent of record listed in Infinite Campus and document parent contact via contact log in Infinite Campus
 - b. Submit student names to the designated floor clerk on weekly Attendance Tuesday forms. Grade-level hall monitors will collect the Attendance Tuesday forms from the TOR on every normal school day Tuesday.
 - c. Complete and submit 3-day attendance letter to grade-level floor clerk for mailing and filing.
 - d. The data collected on Attendance Tuesdays will used as part of the totality of evidence of student attendance at the weekly Attendance Committee meetings.
3. Once students of record has accumulated **5 - 7 unexcused absences**, TOR will perform the following teacher accountability functions:
 - a. Contact student's parent of record listed in Infinite Campus and document parent contact via contact log in Infinite Campus.
 - b. Submit student names to the designated floor clerk on weekly Attendance Tuesday forms. Grade-level hall monitors will collect the Attendance Tuesday forms from the TOR on every normal school day Tuesday.
 - c. Complete and submit 5-day attendance letter to grade-level floor clerk for mailing and filing.
4. Once students of record has accumulated **8-10 unexcused absences**, TOR will perform the following teacher accountability functions:
 - a. Contact student's parent of record listed in Infinite Campus and document parent contact via contact log in Infinite Campus.
 - b. Submit student names to the designated floor clerk on weekly Attendance Tuesday forms. Grade-level hall monitors will collect the Attendance Tuesday forms from the TOR on every normal school day Tuesday.
 - c. Complete and submit 10-day attendance letter to grade-level floor clerk for mailing and filing.
 - d. Complete and submit Social Worker Referral to grade-level floor clerk.

Grade-level Hall Monitors

Hall Monitors are responsible for collecting the Attendance Tuesday forms from both the TOR and ATs on every normal school day Tuesday.

Grade-level Floor Clerks

Floor clerks are responsible for executing the following:

1. Run school-wide attendance report every Tuesday for Attendance Committee presentation
2. Mailing and filing 3, 5, and 10-day letters received from the ATs and TOR.
3. Collecting and submitting social worker referrals to the Social Worker.
4. Coordinating Student Attendance Contracts at 10-days unexcused.

- Collecting and presenting grade-level attendance data at the weekly Attendance Committee Meeting

Grade-level Administrators

Grade-level administrators are responsible for executing the following (i.e. Monthly):

- Conducting Student Attendance Contracts conferences at 10-days of unexcused absences.
- Coordinating Student Attendance Contracts at 10-days of unexcused absences.
- Recommending Court Petition (i.e. age 15 or less) or Attendance withdrawal (i.e. age 16 or more) at 15-days of unexcused absences

Attendance Committee Members Roles and Responsibilities

- The **Attendance Chair** will convene an **attendance committee meeting every week**. Attendance data collected from Infinite Campus (i.e. **Attendance Day Count Report by grade level**) will be shared with grade-level teams.
- Each **Grade Level Team** in collaboration with the committee chair will be responsible for disaggregating their grade level student attendance data by identifying students by the following attendance metrics:
 - 3-4 days whole day unexcused absences
 - 5-7 days whole day unexcused absences
 - 8-10 days whole day unexcused absences
 - 10-days or more of whole day unexcused absences
 - 15-days Chronic unexcused absences
- The **Grade-level Team Counselor** will be responsible for creating and filing the “Student Attendance Referral Tracking Forms” for their respective grade level students.
- Students who are 16 or older and have been identified as in danger of being withdrawn from Therrell HS due to chronic unexcused absences will be referred to the **Social Work, Graduation Coach, and Communities & Schools representative** for further intervention actions.
- It is the responsibility of the **Grade-level Teams and the Graduation Coach** to provide additional intervention support to students identified as in danger of credit denial due to chronic unexcused absences.

Attachments/Links

3-4 days whole day unexcused absences letter	1st Attendance Letter
5-7 days whole day unexcused absences letter	2nd Attendance Letter
8-10 days whole day unexcused absences letter	3rd Attendance Letter
10-days or more of whole day unexcused absences letter	4th Attendance Letter
Compulsory Letter	Compulsory School Attendance Law
Credit Denial Letter	Credit Denial Letter
Student Attendance Referral Tracking Form	Attendance Referral Tracking Form
Social Worker Referral	
Student Withdrawal Warning Letter	

ATTENDANCE WARNING LETTER ONE

Date

To the Parent or Guardian of _____:

Dear Parent:

D.M. Therrell High School is committed to improving student achievement and is concerned when a student misses school for any reason. This letter is to inform you of son/daughter' absences that have the potential to negatively impact [his/her] academic success.

Often, the number of days that students are absent accumulates without families realizing how many days have been missed. This letter is to help prevent this from happening and inform you that as of _____ your son/daughter has missed _____ days of school.

We want all of our students to have every opportunity to gain instruction, access to classroom participation and learning experiences, as well as opportunities to study and grow.

We realize certain occasions arise in which students will have a necessary and excused absence. Please remember to contact the school office at (404) 802-5345 if you child will be absent.

If you would like to arrange a meeting with an administrator or school counselor to discuss your child's needs in greater detail, please call the office. The names, telephone numbers, and email addresses of the grade-level counselor are listed below.

Attendance Chairperson – Dr. Byron D. White	Telephone Number: 404.802.5371 Email: bdwhite@apsk12.org
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Grade-Level Counselor	Telephone Number	Email Address
9 th Grade – Mr. McArthur Randolph	404.802.5312	mrandolph@apsk12.org
11 th Grade (A-K) - Mr. McArthur Randolph		
10 th Grade – Mrs. Yolonda Jones	404.802.5370	ymjones@apsk12.org
11 th Grade (L-Z) - Mrs. Yolonda Jones		
12 th Grade - Mrs. Tamolyn Johnson-Gallooway	404.802.5313	tjgalloway@apsk12.org

We are here to support your student to improve his or her school attendance. If you believe that you received this notice in error or if you have any questions, please contact us at your earliest opportunity.

In support of our students,

D.M. Therrell High School Attendance Committee

Advisement Teacher/Teacher of Record _____

ATTENDANCE WARNING LETTER TWO

Date _____

To the Parent or Guardian of _____:

Dear Parent:

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In support of our students,

D.M. Therrell High School Attendance Committee

Advisement Teacher/Teacher of Record _____

ATTENDANCE WARNING LETTER THREE

Date

To the Parent or Guardian of _____:

Dear Parent:

D.M. Therrell High School is committed to improving student achievement and is concerned when a student misses school for any reason. This letter is to inform you of son/daughter' absences that have the potential to negatively impact [his/her] academic success.

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In support of our students,

D.M. Therrell High School Attendance Committee

Advisement Teacher/Teacher of Record _____

ATTENDANCE WARNING LETTER FOUR

Date _____

To the Parent or Guardian of _____:

Dear Parent:

D.M. Therrell High School is committed to improving student achievement and is concerned when a student misses school for any reason. This letter is to inform you of son/daughter' absences that have the potential to negatively impact [his/her] academic success.

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In support of our students,

D.M. Therrell High School Attendance Committee

Advisement Teacher/Teacher of Record _____

Georgia Compulsory School Attendance Law Letter

Dear Parent/Guardian of _____:

Re: State of Georgia Compulsory School Attendance Law

Please take notice that according to our records you have caused your child, has not attend school as required by the Compulsory School Attendance Law of the State. Under and by virtue of the school laws of this state, you are required to cause the continuous attendance of said (child or children) in a school. Failure to do so will make you liable to the penalties provided therein. Violation of the law is a misdemeanor and violation makes you subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service or any combination of the penalties at the discretion of the Court. Each day of absence from school in violation of the law shall constitute a separate offense.

Students between the ages of 14-18 whose ten (10) unexcused absences are within one semester or two quarters, the student's eligibility to obtain or retain a driver's permit or license may be impacted.

The above mentioned law further provides that a dependency or truancy pre-referral may be filed with the Fulton/Dekalb County Juvenile Court as the court provides. Dependency referrals may be submitted to Superior Court.

Please call me immediately at 404-802-5345

Sincerely,

Enclosures: Excerpts from the Georgia Compulsory School Attendance Law

Credit Denial Letter

Dear Parent/Guardian of _____

The purpose of this letter is to notify you that your child has accumulated _____ unexcused absences as of _____. According to our board policy and Georgia Compulsory Attendance Law, students accumulating more than 5 unexcused absences per semester may result in the following actions:

1. Denials of course credit(s)
2. Withdrawal from school
3. Revocation of family's Section-8 voucher
4. Revocation or denial of Georgia Driver's License; a child's license may be held until age 21
5. Filing of petition in juvenile court for truancy

Further, a student is considered absent if he or she:

1. Does not report to school
2. Reports to school after 11:30 a.m.
3. Leaves school prior to 11:30 a.m.
4. Misses two consecutive classes (180 minutes or more of seat time)
5. Accumulates 15 or more unexcused tardies to school or class

Please be advised that failure to maintain regular school attendance has placed your son/daughter in jeopardy of being denied high school credit in their core **and** elective courses. Failure of these courses will likely result in your child being retained or even withdrawn from school. Please encourage and assist your son or daughter with getting to school on time daily.

Please contact your child's school counselor directly to further discuss the denial of credits further.

Mr. McArthur Randolph (9th/11th grade) - 404.802.5312

Mrs. Yolonda Jones (9th/11th grade) - 404.802. 5370

Mrs. Tamolyn Johnson-Galloway (12th grade) - 404.802. 5337

Sincerely,

Guidance and Counseling Department

D. M. Therrell High School

My signature below denotes my understanding of the information above. Further, I understand that if credit were denied as a result of attendance, Therrell High School will be in adherence to the APS established policy.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Student Attendance Committee Referral Tracking Form

School: Daniel McLaughlin Therrell High School

Date: _____

Student Name: _____

Grade: ____ SWD: ____ Age: ____

Reason for Referral:

____ Excessive Unx. Tardies ____ Excessive Unx. Absences

Total Number of Unexcused Absences for the year: ____

Actions Taken:

____ Teacher (1-2) Contacted Parent Date(s): _____

____ School Clerk (3-4) Student Conference Date (s) _____

____ Warning Letter Sent Date(s): _____

____ Counselor (5-6) Student/Parent Contact Date(s): _____

____ Credit Denial Letter Date: _____

____ Asst. Principal (7-8) Contacts Parents/Discipline Date(s): _____

____ School Clerk (9+) Submits Social Worker Referral Date: _____

____ Social Worker (10) 15 years & under

____ Graduation Coach (Seniors Only)

Notes:

All notes recorded in Contact Log Dates _____