

**GEORGIA DEPARTMENT of EDUCATION  
STATE SCHOOLS  
STUDENT ATTENDANCE POLICY/GUIDANCE**

In support of student success, the Georgia 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, and SS-6007 JB, 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.

The Georgia 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 Georgia 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.
- A 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.
- A court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandating absence from school.
- 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.
- A student may be granted an excused absence for 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.

**ATTENDANCE GUIDANCE FOR STATE SCHOOLS**

Consistent student school attendance is a Georgia State School 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. Local School Systems will be provided with attendance letters in order to monitor the attendance for their students who are attending Georgia State Schools.

\*Dr. Moore (guidance document with legal language explaining why local schools must comply)

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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.

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If students are absent from school, they must bring a written note signed by the parent or guardian and or a doctor's excuse 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.

**PERFECT 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 with no absences.

**PARTIAL DAY ATTENDANCE**

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.

**TARDIES /ARRIVAL AFTER START TIME**

First/Second occurrence initiates a warning/no action required

Tardies	Consequence
Third Occurrence	<ul style="list-style-type: none"> <li>• Homeroom Teacher Contacts Parent in Parent Contact Log</li> </ul>
Fourth Occurrence	<ul style="list-style-type: none"> <li>• Homeroom Teacher Notifies School Counselor/Social Worker</li> </ul>
Fifth Occurrence	<ul style="list-style-type: none"> <li>• Counselor/Social Worker Notifies Students Local LEA and Parent/Guardian</li> <li>• *Local LEA Proceeds per Their Local Attendance Policies</li> </ul>
Tenth Occurrence and all Recurring Absences	<ul style="list-style-type: none"> <li>• Counselor/Social Worker Notifies Students Local LEA and Parent/Guardian</li> <li>• *Local LEA Proceeds per Their Local Attendance Policies</li> </ul>

**ABSENT FROM SCHOOL**

First/Second occurrence initiates a warning/no action required

Absences	Consequence
Third Occurrence	<ul style="list-style-type: none"> <li>• Homeroom Teacher Contacts Parent and Documents Contact in Parent Contact Log Homeroom</li> </ul>
Fourth Occurrence	<ul style="list-style-type: none"> <li>• Homeroom Teacher Notifies School Counselor/Social Worker</li> </ul>
Fifth Occurrence	<ul style="list-style-type: none"> <li>• Counselor/Social Worker Notifies Students Local LEA and Parent/Guardian</li> <li>• *Local LEA Proceeds per Their Local Attendance Policies</li> </ul>
Tenth Occurrence and all Recurring Absences	<ul style="list-style-type: none"> <li>• Counselor/Social Worker Notifies Students Local LEA and Parent/Guardian</li> <li>• *Local LEA Proceeds per Their Local Attendance Policies</li> </ul>