**All about ABSENCES**

What is excused and what is unexcused?

EXCUSED

Illness or medical care, death in the family, religious holiday, other special circumstances that are communicated to the office. \*\*Absences due to illness lasting more than 5 days will require a doctor’s note.

Family trips must be pre-excused using the pre-arranged absence form found on the Cobb website under “Parents” then “Attendance”. Scroll to the bottom of the page.

This form should be turned in to Ms. Prescott in the front office at least one week before the absence is to occur.

UNEXCUSED

Vacation (without pre-approval), overslept, missed the bus, car trouble, a sibling is sick or has a doctor’s appointment (only the sick student is excused).

How to excuse an absence

E-mail [CMS-Attendance@leonschools.net](mailto:CMS-Attendance@leonschools.net) OR [Prescottc@leonschools.net](mailto:Prescottc@leonschools.net) OR send a written excuse to Ms. Prescott via the main office (If your child is responsible and will remember to turn it in).

Make sure you include your child’s full name, the dates they are/were absent, the reason they are absent and a doctor’s note (if appropriate).