

# Attendance Notification Form

Swift Creek Middle School

Parent/Guardian,

Please adhere to the guidelines on page two (2) regarding the attendance notification process. This form and all **supporting** documents (e.g. medical slip, legal documentation, obituary) must be received by front office staff in accordance with guidelines.

A student receiving one or more unexcused absences in a day will generate an automatic telephone call from Leon County Schools to the student's home, that same day. In addition, if subscribed in Pinpoint Portal, you will receive an email after every attendance event is made by the teacher or attendance staff. By-period attendance may be viewed in Pinpoint Portal by you and/or your child.

All correspondence (i.e., the Attendance Notification Form and the supporting documents) should contain your student's legal name (no nicknames, please). Please fill out the form completely in the event that it is necessary for school personnel to contact you and return to the front office staff with all relevant documentation.

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Legal Name (print) \_\_\_\_\_ Student's Grade \_\_\_\_\_

Parent/Guardian's Name (print) \_\_\_\_\_

Parent/Guardian's Email (print) \_\_\_\_\_

Parent/Guardian's Daytime Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**FULL-DAY ABSENCE**

Date of absence(s) \_\_\_\_\_

Reason: \_\_\_\_\_

Attach any supporting documentation (e.g. medical slip, legal documentation, obituary), if applicable

**PRE-EXCUSED ABSENCE REQUEST**

Date of absence(s) \_\_\_\_\_

Reason: \_\_\_\_\_

Attach any supporting documentation (e.g. program)

### OFFICE USE ONLY

RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_ BY WHOM \_\_\_\_\_

APPROVED  PARENT NOTIFICATION \_\_\_\_\_  
 DENIED  TEACHERS NOTIFICATION \_\_\_\_\_

COMMENTS \_\_\_\_\_

PROCESSED \_\_\_\_/\_\_\_\_/\_\_\_\_ ADMINISTRATOR'S OR DESIGNEE'S SIGNATURE \_\_\_\_\_

## ATTENDANCE/TARDY GUIDELINES

### EXCUSED AND UNEXCUSED ABSENCES

Absence is defined as nonattendance of a student at school or in an approved educational activity/field trip or program on days school is in session. A student who is not physically present at school or not participating in an approved school activity shall be counted absent and shall not be recorded as in attendance on that day. The law allows absences for reasons listed below; under these circumstances school policy regards these absences as excused. A student with an excused absence is not subject to any disciplinary or academic penalties. Absences/tardiness shall be excused only for the following documented reasons:

1. Illness and/or medical care;
2. Death in the family;
3. Legal reasons;
4. Approved religious holidays;
5. Financial and/or other insurmountable circumstances;
6. Curriculum related field trips and/or functions of the school approved by administration.

Determination of whether an absence is excused or unexcused is the responsibility of an administrator or designee. The parent/guardian is required to report and explain all absences.

There is a direct correlation between student learning and consistent and prompt attendance in class. Thus, absences, whether excused or unexcused, affect academic performance and grades. Poor attendance will affect the student's opportunity to participate in any extracurricular activity or school sponsored event. If absences become excessive (ten or more within nine weeks), the student may be removed from participating in extracurricular activities or school sponsored events.

### REPORTING AN ABSENCE

Parents/guardians are required to report a student's absence by calling 414-2670 the day of the absence. An email to front office staff including the student's name and reason for absence is also acceptable. These notifications received by 9:30 A.M. will be reported via email to all Swift Creek employees. In addition, please follow the steps below for a part-day absence, full-day absence, or pre-excused absence.

### PART-DAY ABSENCE PROCESS

Students must be signed in and/or out through the front office and receive an admit slip to class, if necessary. If documentation is provided to the front office staff (e.g. parent/guardian note, medical slip, legal documentation, obituary), a parent/guardian does not need to accompany the student into the front office. If documentation is not provided, the student must be signed in and/or out by a parent/guardian.

No student shall be permitted to leave school in the custody of a person other than the student's parent/guardian unless that person has the verified authorization (written or verbal) of a parent/guardian. No student will be called out of class for early check out after 3:30 P.M. All students leaving early must be checked out before this time unless it is a medical or legal emergency.

### FULL-DAY ABSENCE PROCESS

Print page one (1) of the Attendance Notification Form off the Swift Creek website. Complete the form and attach any supporting documentation (e.g. medical slip, legal documentation, obituary), if applicable. Submit the form and documentation to the front office staff (or email it to the registrar) upon the student's return to school. It must be received within five days of the student's absence in order to be considered an excused absence.

### PRE-APPROVED ABSENCE

Parents/guardians who anticipate a student absence for an "educationally valuable experience" other than a field trip or school sponsored activity may receive an excused absence, if a parent/guardian's written explanation of the absence is pre-approved at least five (5) school days in advance of the absence. It is the student's responsibility to make up any work assigned by teachers and/or administrators during that absence.

Print page one (1) of the Attendance Notification Form off the Swift Creek website. Complete the form and attach any supporting documentation (e.g. program). Submit the form and documentation to the front office staff at least five (5) school days before the absence. This process should be followed for religious holidays, also. The request will be reviewed by the Assistant Principal of Administration, who will follow up with the parent/guardian, and teachers, if approved.

2018 – 2019 Nondiscrimination Statement for Letterheads

"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information."

modified 04/09/2019