

What a student should do if they need to miss class:

Absent (whole day)

- Email all teachers to see what topics/assignments were missed
- Submit documentation for absence (directions below in "How to have an absence excused that is not pre-approved")**
- ****Please submit documentation for planned absences ahead of time**

Checking in after 8:20 (on-campus students)

- Sign in at attendance office and bring check-in receipt to teacher
- Check-in receipt must be shown to teacher in order to enter classroom

Checking out before 3:30 (on-campus students)

- If documentation was submitted in advance, student office aide will bring a pass during 1st period, a student can show that pass to teacher at check-out time and sign out at attendance office before exiting (1st option)
- If a parent checks out a student in-person at the attendance window, a student office aide will retrieve student from class (2nd option)

Leaving/Arriving for off-campus class

- Show off-campus sticker on student I.D. to security desk assistant
- Off-campus students cannot enter/leave building until previous period has ended
- Off-campus students must leave campus once off-campus period begins

How to have an absence excused that is not pre-approved:

Email documentation to JCHSAattendance@fultonschools.org (1st option)

Include in email: student's first and last name, dates for absences, and reason for absence (see "*Qualified Reasons for Excused Absences*")

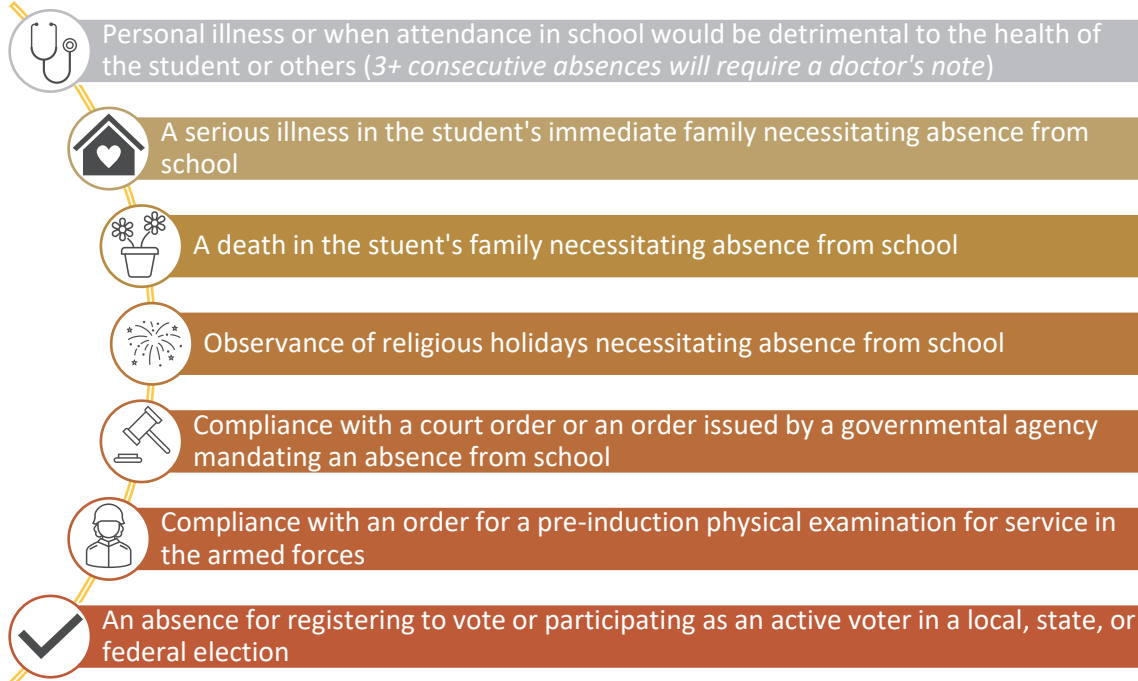
Bring documentation to attendance office in-person (2nd option)

Documentation must be submitted within 5 school days after last day of absence

Reason for absence must qualify under FCBOE Policy (see "*Qualified Reasons for Excused Absences*")

All other reasons for absence must complete link for pre-approved absences (see "*Process for Pre-Approved Absences*")

Qualified Reasons for Excused Absences:



Process for Pre-Approved Absences:

