## 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 (oncampus 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 checkout 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 JCHSAttendance@fultonsch ools.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:**



Personal illness or when attendance in school would be detrimental to the health of the student or others (3+ consecutive absences will require a doctor's note)



A serious illness in the student's immediate family necessitating absence from school



A death in the stuent's family necessitating absence from school



Observance of religious holidays necessitating absence from school



Compliance with a court order or an order issued by a governmental agency mandating an absence from school



Compliance with an order for a pre-induction physical examination for service in the armed forces



An absence for registering to vote or participating as an active voter in a local, state, or federal election

## **Process for Pre-Approved Absences:**

Pre-approved absence process is only for reasons not included in "Qualified Reasons for Excused Absences" listed above; absence cannot occur on same day as a Major assessment

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Parent/Guardian must email all of the student's teachers at least 5 days prior to absence



Complete the Pre-Approved Absence Form link (https://forms.office.com/r/gJAkutnHTW)



Pre-approved absences are marked as "excused" in Infinite Campus (Parent Portal) only if they are approved by assistant principal



Students are limited to 6 pre-approved absences per school year



Requesting more than 6 days requires approval directly from the principal