

Notice _____

Notice of Attendance

DATE: _____

Dear Parent/Guardian of _____,

Your child has accumulated **three (3)** or more **unexcused** absences, **(5) unexcused tardies**, or **(5) unexcused early dismissals** from school.

Students who miss school are not able to benefit from important academic instruction that they will need in order to be successful in school and ultimately to be successful citizens. Georgia schools are held accountable for ensuring that all students attend school. All absences must be accompanied by a written explanation, even though the law does not differentiate between excused and unexcused absences. If your child is absent for any reason mentioned in the attendance protocol, please submit written documentation to the school. A written explanation for an absence signed by parent or guardian and stating the cause for the absence should be brought to school when the student returns. An absence remains unexcused until a written explanation is received. Explanation should be received within three (3) days of the student's return to school. Our school begins the instructional day at _____ and ends the instructional day at _____. We ask that students arrive on time to school so that they may establish daily routines that will benefit learning.

Our records indicate that your child has the following attendance history this school year:

Unexcused absences _____ Excused absences _____
Unexcused Tardies _____ Unexcused Early Dismissals _____

The Troup County Board of Education is working in conjunction with your local law enforcement agencies to ensure that parents follow the law with regard to school attendance.

In order to comply with the attendance protocol, you are being asked to attend a conference to sign a formal notice and to assist in development of a plan to improve your child's attendance. Lack of response to this notice may result in a referral to School Based Risk Reduction Program (SBRRP). If a referral is made to SBRRP and you elect not to attend and a subsequent unexcused absence occurs, an educational neglect complaint shall be filed in Juvenile Court. As required by the protocol, a conference has been set for _____ at _____. If you have any questions, please contact the school. Thank you for supporting your child's education.

Please be advised that future unexcused absences will be reported to law enforcement.

Sincerely,

Please sign and return

Parent's/Guardian's Signature

Student's Signature