

Claiborne Parish Schools

Pre-K Attendance Requirements

All Pre-k programs in this parish are funded by grants and are utilized for developmentally appropriate pre-kindergarten classes at the elementary schools in the district.

Registration for pre-kindergarten is ongoing throughout the year at these schools. The child that the parent/guardian is applying for must be four years old by September 30 of each year. Parents should be prepared to furnish the child's birth certificate, social security card, immunization record, and proof of residence.

In the event that the Pre-kindergarten classes reach capacity at a school, a waiting list will be developed. Children will be placed on this list and enrolled in the slots at the school when available. The children on the list will be offered the opportunity to come in to the program as they are listed. Parents will be contacted upon the first day of absence of their child from school as to the reason for the absence. Parents will be advised to send a doctor's excuse to the school upon the child's return. In the event of unexcused absences in any semester the following will apply:

- After three unexcused absences the parent/guardian will receive a letter of warning
- After five unexcused absences the parent/guardian will be required to attend a conference at the school
- After ten unexcused absences a second conference will be held to discuss student absences and a decision will be made concerning continued placement in the pre-k program

By signing this form you are acknowledging that you are aware of the waiting list and how a child can be released to make room for another.

Parent/guardian _____ Date _____

Teacher _____ Date _____

Principal _____ Date _____