



Student Name: _____ Date(s) of absence(s): _____

Attendance notes should be turned in to the guidance office the day student returns to school after an absence and must be turned in within (3) school days after absence to be accepted.

- According to the Onslow County Board of Education Policy 4400, a student who **misses more than a total of 10 days in a class, shall not be awarded course credit.**
- **Athletic Eligibility:** Students will forfeit athletic eligibility when unlawful/unexcused absences, out-of-school suspensions, or any combination of unlawful/unexcused absences and out of-school suspensions during the previous semester exceed ten (10) days. No process will exist to request a waiver of unexcused/unlawful absences or out-of-school suspensions. For absences to be excused, the documentation must be submitted within (3) school days. After 3 days, notes will not be accepted.
- A 504 plan does not suffice as documentation for absences. Attendance notes/documentation is required for absences.
- This form constitutes as parent documentation (1A). For the absence(s) to receive any other code, formal documentation is required (doctor note, obituary, court documentation, etc).

My child was absent or tardy on the date(s) above due to (select one):

- ___ Sick or injured but not taken to doctor. (1A)
- ___ A medical or dental appointment. (1B) ** Note required from Doctor/Dentist to be coded as medical appointment.
- ___ Death in the immediate family. (1C) **Provide copy of Obituary or Funeral Program to be coded as .
- ___ Court or Administrative Proceeding due to subpoena/citation. (1E) ** Note from Court or Office required.
- ___ Religious observation. (1F) **Prior approval by Principal required.
- ___ Valid Educational opportunity. Example: College Visits (1G) Documentation from college required.
- ___ Other; Briefly explain.(if absence is for a reason other than those listed above, absence will be coded as (2A) unexcused): _____

Parent Name

Parent Signature

Date

****My signature verifies that I have read and understand the attendance policy.**

Per OCS Board Policy 4400, JHS maintains the following policies regarding attendance:

- Students are expected to be at school and in class on time AND remain at school and in class until dismissed.
- When a student must be late to school OR leave school early, a written explanation signed by a parent or guardian should be presented upon the student's arrival to school.
- The student must attend a minimum of (1) hour to be considered present in a class.
- **All absences after the 10th absence in a class will require a Doctor's Note / formal documentation in order to be excused. This includes students with 504 plans.**
- All documentation is due within 3 days of returning to school.
- A student who is absent is responsible for making up all assigned work, regardless of the reason for the absence.
- Any disciplinary consequences for unexcused tardies or unexcused early departures from school or class will be consistent with Section D of policy 4300, Student Behavior Policies.