



ATTENDANCE POLICIES AND PROCEDURES 2024 - 2025

At Innovation Academy we know that students being in class and engaged is one of the key factors for student success in the classroom. Our goal in conjunction with Fulton County Schools is for all students to have an attendance rate of 90% and above. This includes both excused and unexcused absences. Our school data shows that when students drop below the 90% attendance rate mark, their content mastery and grades decrease. Please send all attendance-related matters to IAattendance@fultonschools.org

TARDIES

School begins at 8:55am. Students who are tardy to school must report to the attendance office before going to their class.

All students should be wearing their school-issued lanyard when they enter the building.

Students entering late during 1st period may use either the front door or the back door and check in through the kiosk. After 1st period, all late students must enter through the front door.

Students who are consistently late to school will be referred to an administrator and/or the school social worker and could affect their magnet requirements to attend IA.

A student will be marked as unexcused or excused tardy based on the reason for being late and the documentation provided.

EARLY CHECK OUT

Walk-in checkouts are not allowed after 3:30pm as we have started our end of day and dismissal procedures for the day. Pre-approved early checkout with a note (see below) may happen until 4:00pm.

Failure to check in and out through the attendance office may result in disciplinary action.

All adults asking to check a student out of school must have a valid, government issued picture identification card. Any adult checking a student out must be previously identified on the school's Student Information System as an emergency contact.

Any student checking out for illness must go through the clinic in order to be excused.

LEAVING SCHOOL FOR AN APPOINTMENT (WITH A NOTE)

Students must drop off a signed handwritten note to the Attendance Clerk as soon as they arrive to school, no later than 11:30am. If the note is not brought to the office for a check out slip, the parent will need to come and check out the student in the main office.



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Agnes Browning: Assistant Principal
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Avery White: Assistant Administrator

Note must include student's name, grade level, date, the reason, time for dismissal, and parent's phone number for verification if needed.

The attendance office prefers written notes from the parent/guardian. **In the event of an unforeseen circumstance, the office will accept an email to Attendance@fultonschools.org prior to 9:45am from the parent/guardian email address listed in IC. No emails will be accepted after 9:45am, and the parent/guardian will need to come to check out their student.**

Students will be given a check-out slip to show their teacher at the time of the early check out. Students will then proceed out the front door whether they are a car rider or student driver showing their pass as they exit.

LEAVING WITHOUT A WRITTEN NOTE

Without a note, a parent must come in with the ID and check the student out. We will not accept phone calls requesting early release. We are also unable to accept phone calls to have students waiting in the front or outside for parent arrival. All parents/guardians must present proper identification to the front office when checking students out. Parents are asked to sign a FRONT OFFICE CHECK IN/OUT FORM when checking a student out in the office.

FLEX FRIDAY ATTENDANCE

You are expected to be present on your pathway Flex Fridays. Active participation in Flex Fridays is also an expectation of your Magnet seal (12 credits per year). By participating, you not only enhance your academic knowledge but also cultivate essential skills such as teamwork, communication, and problem-solving. Moreover, your active engagement helps us foster and strengthen relationships with our business partners, demonstrating our commitment to preparing you for success in the professional world. Failure to attend your assigned Flex Fridays could also impact future teacher recommendations, internship opportunities and more.

Check Out Early when it is NOT YOUR PATHWAY day is through the main office without an excuse note. Students should ensure they click Check Out Early in the event reservation system.

Check Out Early when IT IS YOUR PATHWAY day must include the parent note protocols listed above.

BLOCK DAY ATTENDANCE

Students should take note of block days for the semester and plan accordingly for extracurriculars, jobs, and other after school activities. Students should not miss academic classes for these reasons.

If there is an extenuating circumstance to leave early or arrive late on Block Days such as a GHSA sport, students should bring a parent note for approval. Our attendance office also accepts emails from GHSA coaches at the home school. The GHSA coach must be a Fulton Schools full time staff member, not a community coach.



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ILLNESS AT SCHOOL

Students who do not attend class due to illness at school **MUST REPORT** to the clinic immediately. Students are assessed by the clinic nurse. Once their parents are contacted, they are given a clinic pass to present to the front office for check out and a parent does not need to come inside for check out.

If your student texts or calls you regarding illness, please advise them to go to the clinic.

ABSENCES

Parents/guardians can report an absence by sending an email to Attendance@fultonschools.org. Students must report to the attendance office upon returning to school.

- Students must have a signed handwritten note from a parent/guardian.
- Notes must include the student's first and last name, grade level, date of absence, and reason
- Must have documentation if absence is for an appointment (doctor, dental, immigration, court, etc.)

If a student does not submit a written excuse it will be considered unexcused. Students must check in with the attendance office and will be given five (5) days to submit a note.

It is not necessary for the student to submit a note for absences that occur due to a school-sponsored activity or pre-approved absence.

Participate Remotely: Students can substitute up to 5 absences per semester (a max of 10 per year) with a remote learning day by meeting the remote learning participation benchmark: participates asynchronously as defined by the teacher. This would result in the student being counted as present for the day(s) they participate remotely.

For security reasons, students who are out of the country may not participate in remote learning.

To be considered absent but present, work that is assigned must be submitted within 2 days of absence. Students may not use a remote learning day on a summative assessment day.

Participate remote days should be requested using the Pre-Approved Absence form five school days ahead of time. If a student needs a participate remote day due to unforeseen circumstance, please contact Student Information Coordinator, Jessica Lundy, at lundyjn@fultonschools.org.

International Travel: If a student will be absent for 10 or more consecutive days due to international travel, the student will be withdrawn from their school. Students will be coded with the appropriate withdrawal code.



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Accountability:

Parents/guardians will be notified when a student reaches the following absence thresholds:

- Three consecutive unexcused absences without notification from parents
- Five cumulative unexcused absences in a semester
- Seven cumulative absences (excused or unexcused) in a semester
- Ten late arrivals or early checkouts in a semester

Once a student has ten cumulative absences in a semester, a conference will be held with the student, parent/guardian, and an administrator to work in support of the student's success.

Once a student has fifteen cumulative absences (excused or unexcused), a referral to the school social worker will be made for further intervention.

DOCUMENTATION OF ABSENCES

If a student is absent due to illness 1 or 2/3 consecutive days, students must have a signed handwritten note from a parent/guardian to be excused

- Notes must include the student's first and last name, grade level, date of absence, and reason

After three (3) consecutive absences, late arrivals, or early checkouts for an illness, a doctor's note will be required.

After seven (7) cumulative absences and/or 10 cumulative late arrivals or early checkouts, a doctor's note will be required for any subsequent illness-related absences, late arrivals, or early checkouts.

If there is an on-going medical circumstance that requires a student to be absent, late, or checkout early from school frequently or intermittently, a doctor's note will be required to address medical concerns and need for absences.

In the event of serious illness in the student's immediate family, schools may require students to present medical documentation regarding the family member upon return to school for validating the excused absence, tardy, or early checkout.

PRE-APPROVED ABSENCES

Per Fulton County Schools Board Policy Code JBD:

"Students/families must formally request for students to be absent for family events or other pre-approved absences. These requests should be made five school days in advance of the absence. Schools should create their own procedures to collect and approve requests for absences related to family events and/or other preapproved absences. Only the principal or assistant principal(s) can approve these absence requests.



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Before approving these requests, school administration should consider the student’s complete attendance record including excused, unexcused, disciplinary, or other absence types. The school administration should also consider the student’s academic standing before approving these absences.”

Reasons for a pre-approved absence would include: important family events, college visits, important religious holiday events, or non-school academic-related events. Family vacations are not considered an excused absence.

Students should use the form posted on the school website. Documentation and parent note should be attached to the form before the student has each teacher sign the form. The form should be turned into the front desk at least five school days in advance of the absence for administrative approval.

Pre-approved absences may be classified as Participate Remotely which does not affect the overall attendance rate of a student. This option is available on the form. For more information, see the section above under Absences.

Need to update your emergency contact information located in Infinite Campus? Please contact Ronda Harris: harris2@fultonschools.org

Please acknowledge that you have read and understand the Innovation Academy attendance policy by virtually signing the Microsoft form on the school website under Students and Families, Attendance Office.