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| Unexcused Absences | Notification |
| Beginning of School Year OR Upon Enrollment | <p>Written Notice to Parents: Parents will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p> <p>Written Notice to Students: Students will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p> <p><i>After two attempts by the school to obtain signature of receipt, a copy will be sent via certified, return receipt, or first class mail. A copy of parent/guardian and student signature will be kept on file for the remainder of the school year.</i></p> |
| 1+ | <p>Phone Call: Parents will receive a phone call from the school indicating the number of unexcused absences and reminding the parent of the importance of regular school attendance. The parent will be encouraged to meet with the son or daughter’s school counselor to discuss attendance issues as appropriate.</p> |
| 5 | <p>Letter: Parents will receive a letter from the school explaining the student has missed 5 unexcused days of school and reminding the parent of the importance of regular attendance.</p> <p><i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i></p> |
| 7 | <p>Meeting: Parents will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. Students 10 years and older may participate in the AST meetings, as deemed appropriate by the AST chairperson. An Attendance Contract will be developed by the AST Team. System Social Worker should attend AST meetings.</p> |
| 10 | <p>Letter: Parents will receive a letter from the school explaining the student has missed 10 unexcused days of school and reminding the parent of the importance of regular attendance.</p> <p><i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the second occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i></p> <p>Certified Letter: Parents will receive a certified letter from the school informing them a court referral is being made with the Juvenile Court of Rabun County once the 10th unexcused absence has occurred and been validated as unexcused.</p> <p>Juvenile Court Referral: Parents will be notified by local law enforcement of the date and time to appear in court.</p> |
| 15+ (and at each occurrence of 5 unexcused absences) | <p>Letter: Parents will receive a letter from the school explaining the student has missed 15 days of school and reminding the parent of the importance of regular attendance.</p> <p><i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the third occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i></p> <p>A letter will be sent at each additional occurrence of 5 unexcused absences.</p> |

| Tardies and Checkouts (total combined) | Notification |
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| 14 | <p>Meeting: Parents will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. If the tardies and checkouts are excused with valid written excuses, the AST Chairperson will hold this meeting at his/her discretion. Students 10 years and older may participate in the AST meetings, as deemed appropriate by the AST chairperson. An Attendance Contract will be developed by the AST Team.</p> |
| 15+ | <p>Excessive tardiness and checkouts interrupt the school day and can negatively impact student learning. A referral may be made to Juvenile Court when all efforts have been exhausted by the Board of Education to reduce the number of the tardies and checkouts, particularly when excessive tardiness and checkouts occur in addition to excessive unexcused absences.</p> |