

The District/Roswell High School Attendance Policy is located in our [Student Handbook](#) as well as on the FCS website at [Attendance Matters](#)

Reporting Absences

- All attendance events, including excuses, doctor notes, etc., are to be reported to the RHS attendance clerk Susan Arpin at ArpinS@fultonschools.org. When possible, please keep teachers informed of any upcoming absences.
- We will continue to follow the policies for approved absences and pre-approved as outlined in the Student Handbook.
- We are not allowed to have attendance-based incentive policies nor are we allowed to connect academic grades to attendance or participation.
- Students and parents are encouraged to use [Infinite Campus](#) to track attendance information in real-time.

It is the responsibility of the student and/or parent/guardian to provide a satisfactory written excuse to the attendance office by handwritten note or email within five (5) days of returning to school from an absence. The excuse must state the date of absence, student name & ID # (lunch #), reason for the absence, parent/guardian name & signature, and phone number where the parent can be reached. Excuses will be kept on file at the school for the duration of the student's enrollment. * Students who have missed seven (7) days of school or more in a school year will be required to provide additional written verification such as doctors' statements.

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

Early Check Outs

Any student checking out early **IS REQUIRED** to provide a parent signed, written note to the attendance office before school begins. *Emails and phone calls are not accepted.* Please include the date, student name & ID # (lunch #), reason for checking out, parent/guardian name & signature, and phone number where the parent can be reached for parent verification. All parent notes will be verified. The student will receive a checkout pass to show their teacher when it is time to check out. Students should return to the attendance office to sign out before they leave the building. If a student is planning to return the same day, they need to sign back in through the Attendance Office. If a student is checking in or out for a doctor's appointment, students must present a doctor's excuse/documentation within 5 days of returning to school for the absence to be considered excused. Attendance notes WILL NOT be accepted after 5 days.

Walk in Checkouts are strongly discouraged, as you may experience a significant delay.

Students who are leaving the clinic are reminded that they must stop by the attendance office to sign out.

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

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

THERE ARE NO WALK-IN CHECK OUTS AFTER 3:00 P.M without prior Administrative Approval.

Early Check Outs Before Student Holidays

During the 2024-2025 school year, all students who plan to checkout prior to a holiday are encouraged to do so by 2:00 p.m. These early check outs are an unexcused absence unless the student presents a valid excuse for the absence.

The student must present a signed parent's note to the attendance office prior to the 8:20 a.m. bell on the day of the checkout to receive an off-campus pass. No phone calls, emails or faxes will be accepted.

Parent/guardian walk-in check out requests are not allowed after 2:00 p.m. on the following dates:

Friday, 8/30/24

Friday, 10/11/24

Friday, 11/22/24

Friday, 12/20/24

Friday, 1/17/25

Friday, 2/14/25

Friday, 2/28/25

Friday, 4/04/25

Tardy to School

Students tardy to school must report to the attendance office before going to their current class. Students may not enter the classroom without a pass from an administrator or the attendance clerk. Tardies to school will follow the discipline cycle for tardies to class with the addition of loss of parking privileges if a student exceeds seven tardies to school per year. Excessive tardies are considered by the administration to be failure to follow instructions to arrive at school/class on time.

Tardy to Class

Please see [RHS Unexcused Tardy to Class Policy](#).

Documentation of Absences

- 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 a 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.

Excused Absence Allowances for a death in the family:

- Four (4) days for immediate family (parent, sibling, grandparent, or anyone else living in the student's household)
- Two (2) days for non-immediate family (any family member not included in the definition of immediate family)

Preapproved Participated Remote Day/Remote Learning Day

Students can substitute up to five (5) absences per semester (a maximum of 10 per year) with a participated remote learning day (asynchronous). A Participated Remote Day(s) must pre-approved by the principal. Please make your request for a [Preapproved Participated Remote Day](#) online at least 5 days prior to the intended absence.

Your student may be required to complete work assignments during their absence. If this is the case, you will receive an email from the Attendance Office and all teachers will have a chance to assign work.

Benchmarks/Policy:

- Parent/guardian or student must notify teacher in advance of anticipated remote learning absence. Please notify **RHS Attendance Office at least 5 days of absence by requesting a Preapproved Absence.**
- Teachers will make their best effort to provide assignment/instruction given early notice.
- To be marked present, assignment/instruction given must be submitted within 2 days of absence.
- **Students may not use a remote learning day on a test/summative day.**
- If less than a full day is requested, it will count as 1 full Participate Remotely day.

Failure to adhere to benchmarks and policies, will result in an unexcused absence.

Truancy and Class Cuts

Truancy, class cuts and leaving campus without permission are considered major violations.

Illness at School

Students who do not attend class due to illness at school must report to the clinic immediately. Failure to do so constitutes a class cut.

Family Events and Preapproved Absences

(NOTE: A PREAPPROVED ABSENCE IS NOT NECESSARILY AN EXCUSED ABSENCE.)

Students/families must formally request for students to be absent for family events or other preapproved absences. These requests should be made five (5) school days in advance of the absence. Please make your request online for a **Preapproved Absence.**

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

After the request for Prearranged Absence has been reviewed by the principal, the parent/guardian will be notified by email of the principal's decision. Please inform all teachers of your pending absence whether approved or not approved.

Approved absences will be limited to six days for an entire school year. Preapproved absences will not be granted during the final two weeks of the semester. The final decision for approving an absence rest with the principal.

Students and parents are encouraged to use [Infinite Campus](#) to track attendance information in real-time.

PREAPPROVED ABSENCES ARE NOT GRANTED AFTER THE DATE OF THE ABSENCE.

College Visitation

11th and 12th graders ONLY (9th and 10th graders are not eligible) who are planning on attending college may request a College Visitation as one of their preapproved absences. All College visits must be completed prior to May 1. Please complete the Request for a [College Visit](#).

Requests must be completed by Parent/Guardian and must be received at least 5 school days prior to the absence.

- Your student may be required to complete work assignments during their absence. If this is the case, you will receive an email from the Attendance Office and all teachers will have a chance to assign work.
- Siblings and friends will not receive an excused absence to attend a college visit.
- Failure to complete the proper paperwork within the set time frame will result in an unexcused absence.