

Alpharetta HS Attendance Policies

If you have any questions, please visit the [AHS Website](#) or contact [Alina Johnson](#).

Nature of Absence	Criteria for Absence	Policy
<p align="center">EXCUSED ABSENCE</p> <p>A hold harmless absence that has been documented, and relates to one of the following circumstances in accordance with State Board of Education Rule 160-5-1.10 and Georgia State Code, O.C.G.A. 20-2-690.1</p>	<p>Must meet at least one (1) of the following:</p> <ul style="list-style-type: none"> • <i>Personal illness or when attendance in school would be detrimental to the health of the student or others</i> • <i>A serious illness in the student's immediate family necessitating absence from school</i> • <i>A death in the student's family necessitating absence from school</i> • <i>Observance of religious holidays necessitating absence from school</i> • <i>Compliance with a court order or an order issued by a governmental agency mandating an absence from school</i> 	<p>A written or emailed note containing:</p> <ol style="list-style-type: none"> 1. Student's first and last name as shown in Infinite Campus and FCS Student ID/Lunch # 2. Parent/Guardian Name, Email, & Phone #, and signature 3. Reason for the absence <p>Must be emailed (using the email in Infinite Campus) or turned in to Alina Johnson within 5 days of the student's return.</p>
<p align="center">PARTICIPATED REMOTE DAYS</p> <p>Students can substitute up to 5 absences per semester (max of 10 per year) with a remote learning day.</p>	<p>Participated Remote Days cannot be used in the following circumstances:</p> <ul style="list-style-type: none"> • <i>On days where a test or major assessment is to be completed.</i> • <i>Where a student is traveling outside of the United States</i> • <i>When a student checks out of school early</i> <p>The student is responsible for completing the assignments as assigned by the teacher within 2 days of the remote learning day. If work is not completed as instructed, the teacher will notify Alina Johnson and the absence for that period will be changed to unexcused.</p>	<ol style="list-style-type: none"> 1. Using the email address that is in Infinite Campus, the parent/guardian must email all Alina Johnson and include all teachers BEFORE the start of the school day to the remote learning day occurring. 2. Complete the Remote Learning Day Request Form. 3. Turn in the Remote Learning Day Request Form to Ms. Johnson in the Front Office.
<p align="center">PRE-APPROVED ABSENCE</p> <p>Students can submit a request for excused absences when there is advanced knowledge of a forthcoming absence.</p>	<p>Pre-Approved Absence Requests should be used in the following situations:</p> <ul style="list-style-type: none"> • <i>Pre-approved absences are excused for:</i> • <i>Scholarship interviews/college visitations with verification documentation</i> • <i>Graduation or wedding of an immediate family member</i> • <i>Specialized supplemental or extracurricular experience</i> 	<ol style="list-style-type: none"> 1. Bring a note from your parent/guardian with any supporting paperwork (i.e., college visit letter, etc.) to the front office. You will pick up the Pre-Approved Absence Form. 2. Take the Pre-Approved Absence Form to your administrator for initial approval. Once approved, obtain signatures from teachers. 3. Submit completed form (signed by all teachers and administrator) to the Front Office at least 5 days prior to the date of the first absence.

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	<ul style="list-style-type: none"> • Visitation with an immediate family member who is on leave from or is being deployed to military service • An absence for registering to vote or to participate as an active voter in a local, state, or federal election • Compliance with an order for a pre-induction physical exam for service in the Armed Forces • Other circumstances that are mutually agreeable to the parent and principal 	<p>Reminders:</p> <ul style="list-style-type: none"> • A pre-approved absence is not necessarily an excused absence. • Pre-approved absences cannot be granted after the date of the absence.
<p>LATE ARRIVALS / EARLY CHECK OUTS Sometimes, it may become necessary for a student to check in after the school day has began or to leave prior to the end of the school day.</p> <p>Failure to follow this process results in an unexcused absence and may be treated as a Class Cut (i.e., skipping), subject to disciplinary action.</p> <p>Late arrivals/early checkouts cannot be processed after the occurrence.</p>	<p>EXCUSED:</p> <ul style="list-style-type: none"> • Personal Illness • Death in Family • Doctor • Dentist • Religious Holiday • Legal • Orthodontist • APP <p>UNEXCUSED:</p> <ul style="list-style-type: none"> • Personal/Family Issues • No Reason • Missed Bus • Car Trouble • Overslept • Out of Town • Traffic <ul style="list-style-type: none"> • Ten (10) late arrivals or early check-outs result in a referral to the student support team. • SPECIAL NOTE: On all days immediately preceding a school holiday, a parent/guardian must come in person to the front office to check out any student. • Please refer to OCGA § 20-2-690.1 for additional important information. 	<p>Late Arrivals (for students arriving after 8:30)</p> <ul style="list-style-type: none"> • Students must report to the front office with the parent/guardian and receive a written pass to report to class. • Emails can be sent to Alina Johnson and the student should report to the front office before the school day begins to pick up a pass to report to class upon arrival. <p>Early Checkout</p> <ul style="list-style-type: none"> • The parent/guardian must come to the Front Office and present a valid ID and complete the check out process. The student will be sent a pass to report to the front office. • Emails can be sent to Alina Johnson and the student should report to the front office before the school day begins to pick up a pass that will excuse the student at the time and date specified in the parent email.
<p>EXTENDED ABSENCES Students who will be absent for 10 or more consecutive school days.</p>	<ul style="list-style-type: none"> • Students must meet the same criteria as listed in the Pre-Approved Absences section above. • Complete this process only if your absence will be longer than 10 days and/or traveling out of the country. 	<ul style="list-style-type: none"> • Complete the Pre-Approved Absence Form. • Once the Pre-Approved Absence Form is turned in, complete this Microsoft Form.

Important Reminders

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- **The front office opens at 8:15am.** Students must conduct business at the front office during non-instructional time. Students will not be issued excused late passes because they were at the front office.
- **The Front Office closes for parent/guardian check-outs at 3:15pm.** No student may be checked out 3:15pm.
- **The day before school holidays, parents must come to the front office to check out their children.** Please make sure you send a note in the morning with your child to give to the front office, so he/she/they will be ready to meet you at the front office when you come in to sign them out.
- Infinite Campus (IC) is an effective resource for following a student's attendance record. For information regarding access to Infinite Campus, contact [Donna Byrd](#).
- Students who will be absent for more than ten (10) consecutive school days will be administratively withdrawn from Alpharetta High School, regardless of the reason. Upon your return to Alpharetta HS, the parent must re-enroll the student with Donna Byrd, AHS Registrar. All enrollment requirements must be met. During the student's absence, the teachers will make note of the assignments that the student will miss during the absence. Upon return and once enrollment is confirmed,