WELCOME TO WOLF CREEK ELEMENTARY SCHOOL
WHERE ATTENDANCE MATTERS
ALL DAY, EVERY DAY!

DIONNE GLASS, PRINCIPAL

SCHOOL HOURS – 7:40 AM – 2:20 PM

In order for students in Fulton County Schools to learn and achieve to their fullest potential, it is critical that they attend school and are engaged in the learning process. Student absences, whether excused or unexcused, impact a child's ability to succeed in school. To increase student attendance in school, students need to feel valued, engaged, and safe at school. Parents/Guardians will be notified more often based on all absences regardless of whether a student is excused or unexcused.

Students are expected to attend school every day our school is open. The instructional school day begins at 7:40 AM and ends at 2:20 PM. Students arriving to school after 7:40 AM are considered tardy and must obtain a tardy slip from the front office. Any student who arrives after 11:20 AM is considered absent for the day. We encourage students to arrive to school by 7:30 AM to avoid being tardy. (Please note: Breakfast will not be served after 7:35 AM.)

Elementary School Attendance Notifications from the District:

- Elementary attendance messages begin going out around 10:45 a.m. on the day of the absence.
- If your student is not present by 10:30 a.m., they will be marked with an "A" (for absent) in our attendance system, and you will receive an automated phone call and email message to the designated contact info you provided in infinite campus. **This includes excused absences that are approved in advance.**
- Three unexcused absences in a row without notification from parents
- Five total unexcused absences
- Seven total absences (excused or unexcused) – continuous communication once 7 absences have been accumulated
- Ten late arrivals or early checkouts – continuous communication once 10 occurrences have been reached

Parent's Responsibility When a Student is Absent:

- Parents should notify the school before or after the absence(s); Data Clerk
- Notes should be directed to the attendance owner at the school; Data Clerk
- Doctor's excuses, handwritten, email or complete Microsoft Form (Attendance Matters)
- Notification from parents should happen no later than 5 days after absence.

(Continued on back)

The following information must be included in the note/email:

- Student Name
- Students FCS ID Number (Lunch Number)
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number
- Reason for Excuse

When may additional documentation be required:

- After 3 consecutive ill absences, a doctor's note may be required.
- After 10 late arrivals or early checkouts, a doctor's note may be required.
- Preapproval of absences due to family events or other reasons must be sent 5 days in advance.
- Any student who accumulates 7 or more days for any reason (This excludes days accumulated during an Assigned Remote designation)
- After the submission of the 5th excuse by parent/guardian and/or Attendance Matters Form without documentation, future absences will require additional documentation for approval.

When might a social worker contact a parent/guardian about their student's attendance:

- Students who do not attend the first two days of school.
- Missing 3 days in a row or more days of school without documentation.
- Any student who has missed 10% or more of the school year at any given time.
- 15 or more late arrivals or early checkouts
- Excessive attendance record and little improvement in attendance.

To better service our stakeholders, we have created an attendance form online to report your student's excuses for late arrivals, early dismissals, and/or absences. You may scan the QR Code below for access to the Microsoft Form for attendance excuses. The form is quick and will have all required information for an approved excuse per Fulton County Schools attendance policy. We also have the QR code at the front desk and the link available on our website to assist parents with attendance excuses with all required information. ***Yes, you may continue to send in written excuses, please make sure the required information is included for your excuse to be accepted.***

Without the required information, your excuse will not be approved. **Remember, all excuses are not excusable and if you plan for a future absence, make sure to get the dates pre-approved by the principal or assistant principal for an excused absence. Without pre-approval for planned events, your excuse may not be approved.**

For attendance questions or concerns, please contact our Data Clerk at (470) 254-2760 or email WolfCreekESAttendance@fultonschools.org.
For more information on Fulton County Schools Attendance Policy:
https://www.fultonschools.org/students-families/attendance-policy/attendance-matters

WOLF CREEK ELEMENTARY SCHOOL'S
ATTENDANCE PLEDGE

Here at Wolf Creek Elementary School, our moto speaks for itself, "We are Building Pathways to Success!" We believe that we are the beginning of our scholars' bright future. Elementary school is where good work habits and best practices start with hopes to continue throughout their school career and beyond.

Did you know?

- Regular school attendance in elementary school improves the chances that your child will read on grade level.
- Chronic absenteeism (missing 18 or more school days per year) is a primary cause of lower academic achievement even when the absences are "excused" or understandable.
- Students who attend 90% or more of the school year are more likely to graduate from high school on time.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with peer conflicts or facing some other potentially serious difficulty and help is available.

As a parent/guardian, I pledge to:

- Establish a routine for evening and bedtime.
- Establish a morning routine for my child to arrive to school on time.
- Be aware of the district attendance policy.
- Be aware of the school calendar and plan family trips during school holidays and/or winter and summer breaks.
- Schedule my child's medical/dental appointments after school or during non-school days.
- Make sure that I inform the school and provide verification when my child is absent as noted in the attendance policy.

Parent Name	Parent Signature	Date

As a student, I pledge to:

- Go to bed at a regular, reasonable time so that I can get plenty of sleep.
- Follow the morning routine my family has in place so I can arrive to school on time.
- Wake up every morning believing today will be a great day and be thankful for new beginnings.
- Try not to miss more than 5 days of school per year.
- Believe I am special and that attendance matters, all day every day and getting to school every day on time helps me be a responsible person.

Student Name	Student Signature	Date