

Satchel Ford Attendance Guidelines

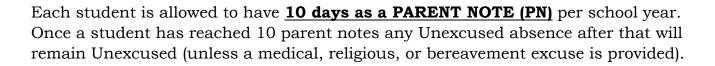
Unexcused Absence UNEX

For Any unexcused absence one of the following must be submitted within 48 hours of the absence:

- Medical Excuse
- o Parent Note
- o Religious Holiday Excuse
- o Bereavement- obituary

WAYS TO SUBMIT A NOTE

- o Provide a note, email or message to the teacher
- Provide a note to the front office
- o Email- kelly.foster@richlandone.org
- o Fax- 803-738-7218
- o *NEW* Scan the QR Code to submit an electronic note to Mrs. Foster



Truancy

- Once a student has accumulated 3 consecutive UNEXCUSED absences **OR** 5 nonconsecutive UNEXCUSED absences an Attendance Intervention Plan (AIP) is put into place.
- A meeting with the attendance team will be held to discuss absences and develop a plan to ensure no other excused absences are accumulated.
- Once a plan is in place, if a student continues to accrue additional UNEXCUSED absences, the school social worker will conduct home visits and a petition will be completed requiring the parent/guardian to attend family court.

