



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
- Parent Note
- Religious Holiday Excuse
- Bereavement- obituary

WAYS TO SUBMIT A NOTE

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



Each student is allowed to have **10 days as a PARENT NOTE (PN)** per school year. Once a student has reached 10 parent notes any Unexcused absence after that will remain Unexcused (unless a medical, religious, or bereavement excuse is provided).

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.