

ATTENDANCE

Tiered Attendance Supports

We use a tiered system to identify and support students based on their attendance patterns:

- Tier 1 – For all students: schoolwide messaging, attendance incentives, classroom recognition, and regular communication.
- Tier 2 – For students with 5–9 absences: targeted outreach, mentor check-ins, parent phone calls, and goal-setting.
- Tier 3 – For students with 10+ absences: case management, family meetings, social work referrals, and support plans.

Families of students in Tiers 2 and 3 will receive more frequent communication, resources, and follow-up to help remove barriers to attendance. We are here to partner with you.

Setting up Attendance Alerts in Infinite Campus

Visit the Fulton County Schools Campus Parent and Student Portal for step-by-step instructions for setting up attendance alerts. [Infinite Campus Portal Instructions](#).

How to Report an Absence

If your student is absent:

- Submit a parent or doctor's note to the Attendance Office collection box within 3 school days of returning.
- Include your student's full name, date(s) of absence, and reason.
- An absence of 20 minutes or more in a class counts as a full class absence.

Excused Absences

The following absences are excused per Georgia law and district policy:

1. Personal illness
2. Illness or death in the immediate family
3. Religious holidays
4. Court or government mandates
5. Military deployment or leave of an immediate family member
6. College visits or interviews (pre-approved)
7. Civic participation (voting, jury duty)
8. Important family milestones (graduation, weddings, etc.)
9. Other pre-approved absences

Written verification is required. Doctor's notes may be requested after multiple absences.

Unexcused Absences

Absences without proper documentation or that do not meet the excused criteria above are considered unexcused. "Skip days" are not recognized and are unexcused.

Planned and Pre-Approved Absences

Students may request up to 5 days of pre-approved absences per semester, totaling 10 per school year. Requests beyond 5 days will require an extended administrative review and are unlikely to be approved unless exceptional circumstances apply (e.g., family emergency, military leave, immigration processing).

If your student has a planned absence (e.g., travel or college visit):

- Three (3) days prior to absence - Notify teachers and the Cambridge Attendance Office (chsattendance@fultonschools.org).

- Minimum of one (1) day prior to absence - Submit a Pre-Approved Absence Form and a parent note to the Attendance Office.
- Extended absences (10+ days) may require withdrawal and re-enrollment.
- Absences will not be approved during the last few weeks of a semester.

Remote Learning Attendance

Students can substitute up to 5 absences per semester (a max of 10 per year) with a remote learning day by meeting the remote learning participation benchmarks (listed below). This would result in the student being counted as present for the day(s) they participate remotely.

- For security reasons, students who are out of the country may not participate in remote learning.

Students must meet the following participation benchmarks to receive credit for attending in a remote learning setting:

- Must participate in over half of the school day to be given credit for attendance
- Participation in synchronous instruction remotely,
- or, participates asynchronously as defined by the teacher

To be considered absent but present, work that is assigned must be submitted within 2 days of absence. Students may not use a remote learning day on a summative assessment day.

College Visits

Juniors and seniors may take up to 6 college visitation days prior to May 1. Pre-approval is required for all visits and follows the same process as other pre-approved absences.

Make-up Work

Students have the same number of days as their absence to complete missed work. It is the student's responsibility to request and complete assignments.

Check-in and Check-out Procedures

Planned Checkout:

- Students bring a signed note with the checkout time and whether they're being picked up or driving themselves off campus.
- They check out using the Attendance Kiosk with a pass from the office.

Unplanned Checkout:

- Parent/guardian must present ID at Bridge East to check out a student.
- During lunch periods, checkout may be delayed due to student location.

Clinic Checkout:

- Students feeling unwell must report to the Clinic. If checkout is approved, parents will be notified.
- Drivers must have parent email verification before leaving.

Holiday Checkouts:

- Students must be checked out in person by a parent/guardian before major breaks.

Tardies & Late Check-Ins

Students arriving late must check in at the Attendance Office Kiosk.

- Arriving within 20 minutes = Tardy
- Arriving after 20 minutes = Class Absence

Tardy Consequences (reset every 9 weeks):

- 1–3: Teacher determined PBIS response
- 4+: Administrative referral

Activity & Sports Participation

To participate in field trips, clubs, or athletics, students must attend school regularly and be in class for at least half the school day on the day of the activity, or the school day prior for weekend events. Students with excessive absences or tardies may lose eligibility.