

**Giles County Schools
Attendance Guidelines
2025-2026**

Please read the following guidelines regarding the Attendance Policy for Giles County Schools. Please review these guidelines and review them with your child(ren).

Parent/Guardian(s) and the student must initial beside each guideline and return this sheet to the school.

Parent/Guardian Initials	Student Initials	Number of Unexcused Absences	
		3 Unexcused Absences	Tier I of Progressive Truancy Intervention A letter from the school will be sent home reminding families of absences, including the compulsory attendance law and board policy.
		5 Unexcused Absences	Tier II of Progressive Truancy Intervention Parents must attend an internal meeting at school. The internal meeting will consist of an attendance contract and individualized assessment. A letter from the district will be sent home reminding families of absences, including compulsory attendance law and board policy.
		7 Unexcused absences	Tier III of Progressive Truancy Intervention Parent and student must attend external truancy board meeting. The external truancy board will decide if students need additional intervention or service placed in the home. The external truancy board will decide if a petition/criminal summons needs to be filed.
		8 Unexcused absences	A letter from the district will be sent home reminding parents of compulsory attendance law. A juvenile petition or criminal summons for educational neglect can be made.

Parent/Guardian Initials	Student Initials	
		For the purpose of record keeping, late check-ins and early check-outs are considered as tardies. Three (3) tardies will accumulate into 1 day absent. 3 unexcused tardies= 1 unexcused absence
		Only five (5) days , whether consecutive or not can be excused by a parent note .
		All doctors, urgent care, practitioner, and parent notes for any absence must be turned into the school within 5 days of the student's return to school. If not received within the timeframe, the absence is denoted as unexcused. All excuses are subject to verification by the Principal and/or attendance clerk. Parents are responsible for ensuring notes are turned into the school.
		MAKE-UP WORK- The length of time for completion of make- up work shall be 2 days per day missed.

School attendance is vital for academic success. Tennessee Code Annotated requires all children to attend school regularly. If a parent fails to comply with Tennessee Compulsory Attendance law (TCA 49-6-3001 & TCA 49-6-3005), a petition for truancy and education neglect before the courts can cost a parent \$50.00 per Unexcused Absence, 10 days in jail per absence, or the child could be bench ordered into DCS custody.

Parent/Guardian Signature

Parent/Guardian Signature

Date

Student Signature