



Rankin County School District

TRADITION OF EXCELLENCE

BRANDON FLORENCE McLAURIN NORTHWEST PELAHATCHIE PISGAH PUCKETT RICHLAND

ATTENDANCE MATTERS

Written Parent Notes and Medical Excuses

Written parent notes and medical excuses must be turned in on the day your child returns to school in order to be counted as an excused absence. If the note/excuse is received after the day of your child's return to school, the absence will be unexcused.

Five or more unexcused absences will result in a referral to a truancy officer.

Nine Weeks

Each nine weeks, students are allowed up to three days that can be excused by the written parent note. After those three days have been used in a nine week period, a medical excuse will be required to excuse future absences. Failure to submit a medical excuse in this situation will result in an unexcused absence.

Yearly Limitations

One to three days can be excused by a written parent note each nine weeks. However, no more than ten days can be excused by a written parent note in an entire school year.

Information to be included on notes/excuses:

- The date written
- Full name of the student
- The date(s) the student was absent
- The cause of absence
- The signature of parent, guardian, custodian, or doctor
- The phone number where parent, guardian, custodian can be reached
- Medical notes should be on the medical professionals' letterhead

Important Notes

If your child has a medical/doctor's appointment during the school day, bring them to school and return them to school after the appointment to be counted present for the day. 63% of the day must be attended to be counted present.

If a parent checks out a student for any reason and they have missed 63% of the day, send a note when they return to school.

If the school calls a parent to pick up a student due to fever or illness, the parent must send a note on the day they return to school.

If you bring your child in late, submit a note when you bring them to school.

63% of the Day = Present

Remember that students **MUST** be at school at least 63% of the day to be counted as present.

If your child attends school for less than 63% of the day, they will be counted absent for the day.

Tips

Each school has blank written parent notes available. You can complete the note and leave it when you pick your child up or return them to school.

Sign up for the PowerSchool parent portal. Here you can monitor your child's absences and whether notes/excuses have been received and recorded.

2 DAYS
A MONTH

That's all it takes to be **CHRONICALLY ABSENT**