



Attendance Policy

The Paulding County Board of Education believes in the importance of regular school attendance. While students are encouraged to be at school every day possible, we realize that at times students must miss school for legitimate reasons.

Phone calls from the parent/guardian to the school do not result in the absence being excused. If your child is absent from school, please submit a written excuse to the homeroom teachers from the student or by email to bhubbard@paulding.k12.ga.us **within three (3) school days of the date of absence**. The school district will receive any written excuses after that period but will not change the absences to an excused/lawful absence. **Written excuses must include:**

- the student's first and last name
- the date(s) of the absence
- the reason(s) for the absence
- the homeroom teacher
- the signature of the enrolling parent/guardian or from the enrolling parent/guardian email address on file in the student information system

In order to be excused, a reason for absence must meet the criteria for excused absence. It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitates an absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays by statement of the student's pastor or leader of his/her religious organization, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.

6. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

Students are allowed 3 parent notes per semester and unlimited medical notes to excuse an absence. You can view your student's attendance records in Parent Portal under the "Calendar" tab, then select "Attendance."