

CARIO Attendance Procedures

At CARIO, we want every student to have a productive and successful school year. Regular attendance is one of the strongest predictors of academic success. We appreciate your partnership in helping your child develop positive attendance habits.

How Families Can Help

- Ensure your child arrives at school on time every day.
- Check the Parent Portal at least once each week to monitor grades, assignments, and attendance. If you need assistance accessing your Portal account, please email cristina_carpenter@charleston.k12.sc.us.
- Schedule medical and dental appointments outside of the school day whenever possible. If an appointment occurs during school hours, please provide a medical excuse.
- Review the [2026-2027 Academic Calendar](#) before planning vacations or trips.
- Follow Charleston County School District (CCSD) and CARIO attendance policies. [CCSD/School Code of Conduct](#)
- If your child misses several days of school, encourage them to contact their teachers to arrange make-up work and schedule any needed assistance after returning.
- Check exam dates before scheduling appointments. Teachers and school counselors have the testing calendar.

Reporting an Absence

You do not need to call the attendance or main office to report an absence. You may report your student's absence by any of the following methods:

- Report the absence through your **Parent Portal** account (Attendance Monitor).
- Submit a signed parent/guardian excuse within **3 school days** of your student's return to school.
- Submit a medical excuse (accepted at any time during the school year).

Parent/guardian (signed) and medical excuse notes may be:

- Given to the student's Homeroom teacher upon the student's return, or
- Emailed to the attendance office.

Parent/guardian signed excuse notes must include:

- **Student's full name** and **Grade**
- Parent/guardian's full name
- Date(s) of absence
- Reason for the absence
- Parent/guardian signature

Please note:

- More than **10 absences (full-year courses)** or **5 absences (half-year courses)** require official documentation (such as a medical note).

Early Dismissals

To minimize classroom disruptions:

- Students must bring a signed parent/guardian note to Homeroom on the morning of the early dismissal.
- Please do **not** rely on last-minute emails to teachers, as they may not be seen in time.
- If no advance note or email has been received, students will remain in class until a parent or guardian arrives. They will be called to the office once the parent or guardian checks in.
- Students will **not** be released during the final **30 minutes** of the school day unless the principal determines there is an emergency.

Attendance Expectations

According to the CCSD Student Code of Conduct and South Carolina Compulsory Attendance Law:

- A student is considered **chronically absent** when they miss **10% or more** of the school year.
- Missing **50% or more of the instructional day** counts as a full-day absence.
- Students ages **6–17** who accumulate **three consecutive unlawful absences** or **five total unlawful absences** are considered truant and will be subject to intervention.

If you believe your student's attendance has been recorded incorrectly, your student should speak with the teacher who marked the attendance.

Lawful (Excused) Absences

Lawful absences include, but are not limited to:

- Student illness when attendance would endanger the student's health or the health of others.
- Illness or death of an immediate family member.
- Recognized religious holidays.
- School, district, or state-sponsored activities.
- In-school or Out-of-school suspension.
- Principal-Approved field trips.
- Military-related family leave for students whose parent or legal guardian is an active-duty service member who has been deployed, is on leave from deployment, or has recently returned from deployment (up to five excused days with principal approval and appropriate documentation).

Unlawful (Unexcused) Absences

Unlawful absences include, but are not limited to:

- Absences without the knowledge of a parent or guardian.
- Absences without an acceptable reason, even with parent or guardian knowledge.
- Vacations or out-of-town trips.

Lawful (Excused) Tardies

Written documentation is required for an excused tardy.

Examples include:

- Medical or dental appointments (with documentation)
- Late school bus arrival
- Teacher, counselor, or administrator conference
- Observance of a religious holiday
- Court appearances or court-ordered activities

Unlawful (Unexcused) Tardies

Examples include:

- Illness without written documentation
- Oversleeping
- Traffic or car trouble
- Personal reasons
- Missing the bus or carpool difficulties

If you have questions about your child's attendance, please contact the school.

Thank you for your continued partnership and support.

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