



Rockdale County Public Schools

Attendance Guidelines and Procedures

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Section 1: Student Attendance and School Climate Committee

The Student Attendance and School Climate Committee shall be established, pursuant to O.C.G.A. § 20-2-690.2, by the chief judge of the superior court of each county for the purpose of ensuring coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take tests which are required to be administered under the laws of this state, and to improve the school climate in each school. This document includes a protocol for addressing and decreasing absences.

Section 2: Facts about Attendance

- Compulsory attendance is required for children from their sixth to their sixteenth birthdays and for children enrolled in a Kindergarten program for more than twenty days.
- Chronic absenteeism is defined as missing 10% or more of school days—typically about 18 days in a single academic year—for any reason, including excused and unexcused absences and suspensions. Missing too much school has severe academic and long-term consequences:
 - **Academic Decline:** Chronically absent students frequently fall behind on reading at grade level by third grade and struggle with middle and high school math.
 - **Dropout Rates:** High absenteeism is one of the strongest predictors that a student will eventually drop out of school.
 - **Well-being:** It deprives students of vital opportunities to build friendships and connect with their school community.
- It is **imperative** that local schools keep accurate data to reflect student's excused and unexcused absences.
- Parental involvement in the process is vital to improving student attendance since parents, guardians, or other persons who have charge of a child are ultimately responsible for that child's attendance in school.
- All schools will follow the Rockdale County Attendance Protocol.
- School Principals play a pivotal, primary role in improving student attendance by frequently communicating the expectations to students, parents, and staff.

Section 3: Applicable Definitions

A) Types of absences

1. **Excused absence:** an absence which meets the established criteria set forth in the Georgia Department of Education State Board Rule and local school board policy for consideration of excused absences.
2. **Unexcused absence:** an absence from school which does not meet the established criteria set forth in the Georgia Department of Education State Board Rule and local school board policy for consideration of excused absences.

3. **Truant:** any child subject to the Compulsory School Attendance Law who during the school calendar year has more than five days of unexcused absences.
4. **Tardy:** Arriving late to class after the established start time or checked out before the end of the school day.
5. **Excused tardy:** a late arrival to class or an early checkout from school which meets the established criteria set forth in the school board policy for consideration of excused absences. An early checkout from school is when a student leaves the school premises prior to the end of the scheduled school day accompanied by a parent/guardian or other person approved to check the student out of school.
6. **Unexcused tardy:** a late arrival to class or an early checkout from school which does not meet the established criteria set forth in the school board policy for consideration of excused absences.
7. **Tardy to class (middle and high school students):** a student is tardy to class when he/she arrives to class after the established start time.

B.) Other relevant definitions

1. **Parent:** for purposes of this protocol, the term “parent” may include any adult who has charge and control over the child, including a biological, adoptive, foster, or stepparent, legal guardian or any other person who has control or charge of the child’s attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child’s attendance at school.
2. **CHINS:** Child in Need of Services, a program of the juvenile court.

Section 4: Guidelines for Excused Absences

A.) Accepted reasons for excused absences

The Georgia Department of Education State Board Rule 160-5-1-.10 STUDENT ATTENDANCE excuses absences for the following reasons:

1. Personal illness or when attendance in school endangers the student’s health or the health of others. Local Boards of Education may require students to present appropriate medical documentation upon return to school for the purpose of validating that the absence is an excused absence.
2. A serious illness or death in the family.
3. A court order or an order by a government agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
4. The observation of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Registering to vote or voting in a public election, which shall not exceed one day.
7. 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.

8. A student whose parent or legal guardian is currently serving or previously served on active duty in the armed forces of the United States, in the Reserves of the armed forces of the United States on extended active duty, or in the National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two school years, for the day or days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to absence from:
 - a. A provider of care at or sponsored by a medical facility of the United States Department of Veterans Affairs; or
 - b. An event sponsored by a corporation exempt from taxation under Section 501(c)(19) of the Internal Revenue Code.
9. Serving as pages of the Georgia General Assembly, successful participation in the Georgia Student Teen Election Participation Program, registering to vote for a period not exceeding one day, or voting for a period not exceeding one day.
10. Any other absence not explicitly defined herein but deemed by the local school board of education to have merit based on circumstances, which may include non-school sponsored activities that meet the requirements set forth in section (2)(g)2. of this rule.
 - a. Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly as set forth in O.C.G.A. § 20-2-692.
 - b. A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school as set forth in O.C.G.A. § 20-2-692.2.
 - c. A student who successfully participates in the Student Teen Election Participant (STEP) program shall be counted as present and given full credit for the school day during which he or she served in the STEP program. No student shall be permitted to be absent from school or participate in the STEP program for more than two school days per school year.
 - d. A student who participates in an activity or program sponsored by 4-H shall be credited as present by the school in which enrolled in the same manner as an educational field trip, and such participation in an activity or program sponsored by 4-H shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school as set forth in O.C.G.A. § 20-2-692.3.
 - e. Final course grades of students shall not be penalized because of absences if the following conditions are met:
 - i. Absences are justified and validated for excusable reasons.

- ii. Make up work for excused absences was completed satisfactorily.
- f. Local boards of education are not required to provide make-up work for unexcused absences.
- g. Nothing in this rule should be construed to encourage student absences or as an approval of excessive unexcused absences.

B.) Documenting an excused absence

Documentation (written or electronic) must be submitted to the school to validate that the absence is excused within **3 days** of the child's return to school. The principal has the authority to require additional proof of the legitimacy of the excuse. Schools have the authority to require the signature of a parent or guardian on all excuses submitted via paper. If there is any question as to the validity of the email, a follow-up call would be advised.

C.) Further guidelines on acceptable reasons for excused absence

1. **Death or illness in the family:** Rockdale County Public Schools excuses **3 days** for a death or illness in the family. Any days beyond this will be considered unexcused.
2. **Head lice:** Students will be excluded from school if they are found to have a case of head lice. Before the student may return, treatment with a specially formulated head lice product, or other treatment as recommended and documented by a physician, must be completed. The empty container of head lice product, or documentation from a physician indicating successful treatment of head lice, must be brought to the school nurse to show compliance. The student must be checked by the school nurse to ensure the treatment has been successful before returning to the classroom.
 - a. Rockdale County follows a **"no nit policy."** The school nurse must recheck the student when he or she returns to school following exclusion. There must not be evidence of nits, or the student will continue to be excluded from school and treatment must be repeated. Students will receive an excused absence for only the first day that a case of head lice is discovered unless further documentation from a physician is presented indicating that further absence was required to ensure the successful treatment of head lice.
3. **Religious Holidays:** Rockdale County Public Schools would like to accommodate religious observances while meeting academic needs and standards. Indiana State University offers a calendar of religious holidays on its website; currently, this is the list utilized by Rockdale County Public Schools to excuse absences due to religious holidays.
 - a. Students are required to request accommodation for religious observance ***before***, not after, it occurs, by submitting a note to the front office of their school indicating what dates they will be absent for religious observation.
 - b. School officials will make reasonable accommodation when a student is absent from school because of religious observance. This includes allowing for makeup work and tests. **Students are not required to show evidence of their attendance at the religious service or event, nor are they required to show evidence or proof of their adherence or membership to a specific religion or faith practice.**

Section 5: Guidelines for Marking and Excusing Tardy Arrivals/Early Check-Outs

A.) Definition of tardy

A child is tardy to school when they arrive to class after the established start time of school or check out before the end of the school day. If they are tardy, they must report to the office to be signed in by a parent or guardian and a reason recorded for the late arrival or early check-out. If the student has driven themselves to school and arrived tardy, and no parent or guardian is present, they may check themselves in. Students who self-transport to school and arrive tardy may have their parking or other related privileges revoked subject to the policies of that school.

B.) Excessively late arrivals

A student will be counted as absent for missing a substantial portion of the day. If the student checks into school after the time listed below, he or she will be counted absent for the day:

Elementary (PreK-5): 10:50 AM

Middle (6-8): 12:20 PM

High (9-12): 11:30 AM

Absences accrued in this manner will be treated the same as/subject to the same guidelines as any other absence.

C.) Accepted reasons for excused tardy arrivals/early check-outs

Tardy arrivals and early check-outs will be judged as excused based on the same guidelines presented in Section 4-A and Section 4-C of this document pertaining to the excusal of absences.

D.) Documenting an excused tardy arrival or early check-out

Documentation excusing a tardy arrival or early check-out will function according to the guidelines presented in Section 4-B of this document pertaining to the documentation of excused absences.

Section 6: Responsibilities of Classroom Teachers in Regarding Attendance

A.) Teachers instructing in-person or synchronous virtual classes shall take attendance daily.

Elementary school (PreK-5) attendance should be entered by 8am. Secondary attendance (6-12) shall be entered each class period.

B.) Should teachers receive notes, emails, or other correspondence from parents regarding attendance, these messages should be sent to the attendance clerk at their school **upon receipt** so attendance may be adjusted accordingly. It is the teacher's responsibility to ensure that attendance is entered and recorded appropriately.

C.) Teachers should take every opportunity to encourage positive attendance among students.

Section 7: School Responsibilities Regarding Attendance

In addition to adherence to the other guidelines in this document, each school:

- A) shall develop and implement active, positive student attendance incentive programs to support and encourage daily school attendance, including recognitions for daily, weekly, quarterly, or other periods of attendance.
- B) shall, prior to the completion of the first month of each school year, send electronic notification to families of students who had 15 or more absences during the previous school year emphasizing the importance of attendance and that their child's attendance may be monitored by the school's attendance support team.
- C) shall create and maintain an active Attendance Support Team (AST) that includes an administrator.

Section 8: Informing Parents, Guardians, and Students of the Rockdale County Public Schools Attendance Protocol

Georgia's compulsory attendance law (O.C.G.A. § 20-2-690.1) requires children between their **6th and 16th birthdays** to be enrolled in and attending a public school, private school, or a registered home study program. Additionally, any child under 6 is subject to this law if they remain in a public school for 20 days.

- A.) The parent, guardian, or other person who has control or charge of a child or children shall indicate via Annual Updates on the RCPS Parent Portal receipt of such statement of possible consequences and penalties; children who are age ten years or older by September 1 shall indicate via Annual Updates on the RCPS Parent Portal receipt of such statement of possible consequences and penalties. After two reasonable attempts by the school to secure such acknowledgement, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, or other person who has control or charge of a child or children. Public schools shall retain signed copies of statements through the end of the school year.
- B.) After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested, or first-class mail.
- C.) Prior to any action to commence judicial proceedings to impose a penalty for violating this subsection on a parent, guardian, or other person residing in this state who has control or charge of a child or children, a school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children.
- D.) An unemancipated minor who is older than the age of mandatory attendance as required in subsection (a) of this Code section who has not completed all requirements for a high school diploma who wishes to withdraw from school shall have the written permission of his or her parent or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or

designee shall convene a conference with the child and parent or legal guardian within two school days of receiving notice of the intent of the child to withdraw from school. The principal or designee shall make a reasonable attempt to share with the student and parent or guardian the educational options available, including the opportunity to pursue a state approved high school equivalency (HSE) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities.

Section 9: Extracurricular Activities

A.) Students will not participate in activities, rehearsals, practices and/or games on days they are absent from school.

B.) Coaches and sponsors will ensure that all guidelines and procedures regarding attendance are discussed with parents and students and encourage compliance with those guidelines.

Section 10: The Creation of an Attendance Support Team (AST)

Each school will establish an Attendance Support Team. The team should include a school administrator, school counselor, school social worker, and other designated professionals as determined by the team or administrator. The team will meet at least twice per month (or more) during the school year to review attendance issues or to hold parent conferences. The Attendance Support Team is responsible for reviewing student attendance and taking appropriate action to encourage increased attendance among students. No school will assign the sole responsibility for reviewing student attendance and taking appropriate action to a single member of the Attendance Support Team.

Section 11: Progressive Actions by Number of Absences

The following actions will be carried out by each school, in coordination with that school's Attendance Support Team, in response to the attendance of any student at the minimum age for mandated attendance under Georgia law or older:

A.) Any absence – Notification from the school automated system to notify the parent of the absence.

B.) Five (5) absences: The classroom teacher or school designated personnel will make direct contact with the parent, guardian or other person having control or charge of a child when he or she has missed **five (5) days** of school. This contact should be documented by the contacting staff.

C.) Five (5) unexcused absences: If the child has **five (5) unexcused** absences, formal notification will be sent by the school requesting that the parent, guardian, or other person in charge of the student attend a conference with the school, which may occur via phone, TEAMS, or other method with the Attendance Support Team to discuss the reasons for the absences and to discuss an attendance contract. Should the parent or guardian fail to attend the meeting or respond to the letter, the school will make one more effort to inform the parent that their child has reached five absences. Afterwards, per Georgia attendance law, the school will send the parent a letter via certified mail with return receipt requested notifying them that the student has reached 5 unexcused absences.

The contract should outline the school's expectations for attendance as well as specify the consequences for continued unexcused absences/late arrivals/early checkouts. These consequences include the referral to the Rockdale County Juvenile Court's CHINS program, and/or a referral to the Department of Family and Children Services for educational neglect. At the end of the meeting, the parent will be requested to sign an attendance contract.

Failure of the parent or guardian to attend the scheduled conference will result in the school establishing the conditions of the contract and mailing a copy of the contract to notify the parent or guardian of expectations and consequences regarding attendance and that the contract is now in effect.

E.) Ten (10) days absent: Following 10 absences, the principal or Attendance Support Team staff will contact the family and develop a plan for attendance. The Attendance Support Team has the authority to request medical documentation.

F.) Ten (10) consecutive absences: Per Georgia State Board Rule, students with 10 consecutive absences and whereabouts unknown shall be withdrawn from school and the attendance record will be backdated to the last date of attendance.

F.) Ten (10) unexcused days absent: the student/family will be considered out of compliance with the previously created attendance contract. The attendance support team will refer the student/family to the school social worker, who will send a letter to the family reminding them of possible consequences of non-attendance and that a referral may be made to juvenile court or the Department of Family and Children's Services.

Section 12: Progressive Actions by Number of Tardy Arrivals/Early Checkouts

The following actions will be carried out by each school, in coordination with that school's Attendance Support Team:

A.) Fifteen (15) tardy arrivals or early checkouts: The teacher will inform the Attendance Support Team of any student who has reached any combination of 15 unexcused tardy arrivals or early checkouts. The Attendance Support Team will follow up with the student/family to establish a reason for this pattern and create a plan to increase on-time arrival and/or reduce early checkouts.

B.) Twenty-five (25) tardy arrivals or early check-outs: The Attendance Support Team may consider and carry out a referral to the Department of Family and Children's Services, Juvenile Court, and/or another appropriate agency when the student misses instructional time due to tardies.

Section 13: Action by the School Social Worker

School social workers will follow up with those students referred to him or her from the Attendance Support Team to assist students and families in improving student attendance. Social workers may request the assistance of the appropriate school staff in monitoring attendance. If these efforts do not result in improved attendance the school Social Worker may file a juvenile complaint with the Rockdale County Juvenile Court or refer the family to other outside governmental or non-governmental service agencies as deemed appropriate by the school social worker. Documentation of all actions taken by the social worker and the Attendance Support Team will be maintained as a part of school records.

Section 14: Filing of Reports to the Juvenile Court, Department of Family and Children's Services, and Other Agencies

Reports may be filed with the Rockdale County Juvenile Court or the Department of Family and Children's Services.

A.) Filing a CHINS referral with Rockdale County Juvenile Court:

A CHINS referral should be filed in the Juvenile Court of Rockdale County against a child who is habitually and without justification truant from school, despite documented interventions on behalf of the school to as deemed appropriate by the school social worker in collaboration with the attendance support team. When such a complaint is filed, notification will be sent to the family of the juvenile via certified mail with return receipt requested.

B.) Filing a report with the Department of Family and Children's Services (DFCS):

A report regarding the educational neglect of a child or youth may be filed with DFCS based on the discretion of the school social worker, in consultation with the Attendance Support Team (AST) of that child's school. The following may be considered as factors in determining whether a report should be made:

1. The number of absences/late arrivals/early checkouts accrued by the student
2. The degree to which the parents or guardians of the student have communicated with the school regarding the reason for the child's absences, and the extent to which the reasons given for absences/late arrivals/early checkouts are subjectively reasonable
3. The willingness of the family to establish a plan with the school to improve attendance, and the degree to which the family then puts in effort to comply with that plan
4. The family or student's educational history, especially related to non-attendance
5. The stated motivations of the parent or student for not attending school
6. The perceived risks to the child created by not attending, especially regarding failure to obtain a proper and full education
7. The discretion and judgement of the attendance support team and social worker

Section 15: Attendance of Hospital Homebound Students

Students served by the hospital/homebound program shall be considered present in accordance with the policies and procedures governing the administration of the hospital/homebound program. The hospital/homebound program may reach out to that student's school of origin for assistance with attended related matters as needed.

Section 16: Attendance of Pre-Kindergarten Students

Although students in Pre-Kindergarten do not fall within the age-range of the Georgia Mandatory attendance law, each Attendance Support Team should monitor their attendance and notify parents of the importance of school attendance. The Attendance Support Team should notify the Early Learning Director if a Pre-Kindergarten student has reached 10 or more unexcused absences. Decisions regarding the student's ongoing enrollment in Pre-Kindergarten will be determined by those tasked with the administration and oversight of Pre-Kindergarten programs.

Section 17: Attendance of Students Enrolled in Synchronous Virtual Programs

A.) In addition to the reasons outlined in Section 4-A, absences may be excused for Synchronous Virtual Program students related to technology (including internet) issues under the following guidelines:

1. Only one day of absence at a time (i.e., non-continuous) will be excused by the school, so long as proper and timely documentation is provided (Section 4-B), unless:
 - a. On the first or second continuous day of absence due to technology issues, the parent/guardian of the student informs their student's school or program of their need for assistance in resolving technology issues and actively complies with school instructions for receiving that assistance.
 - i. This policy should not be construed as overriding any program's requirements that a family be able to provide reliable access to internet or technology to maintain enrollment in a virtual rather than in-person program.

B.) Synchronous virtual programs may set a policy requiring time-measured continuous attendance during a day to prevent a mark of 'present' from being reverted to 'absent.' For example, the policy may be 'Students must attend class for at least 2 and a half continuous hours to be marked present.' This policy may be created to prevent students 'checking in' during the first moments of class to be marked present and then subsequently logging out. These policies should be reasonable, and the school should document their method of assuring students and families are aware of this policy.

C.) Synchronous virtual programs may set policies requiring a student's webcam to be turned 'on' and/or that a student actively participate in class by speaking or sending messages using the school's chat function for a student to be counted as attending. These policies should be reasonable, and the school should document their method of assuring students and families are aware of this policy.

D.) It is especially important in a synchronous virtual program that the guidelines in Section 6 of this document be adhered to. Teachers in these programs should make extra effort to document their adherence to those guidelines. Directors and leaders of synchronous virtual programs should make extra efforts to educate staff/faculty on these policies.

E.) It is noted that the ultimate responsibility for attendance in synchronous virtual programs, including frequently checking attendance records and communicating with the school, falls upon the student and their guardian.

Section 18: Attendance of Students Enrolled in Asynchronous Virtual Programs

A.) Asynchronous virtual programs, having no designated start times during the day or classroom environments to arrive to (virtual or in-person), may create methods for marking attendance such as:

1. Requiring students log their participation daily,
2. Requiring students access certain sites or features daily,
3. Any other method which is generally reasonable and has been shared with students and families (and documented).

B.) In addition to the reasons outlined in Section 4-A, absences may be excused for asynchronous virtual program students related to technology (including internet) issues under the following guidelines:

2. Only one day of absence at a time (i.e., non-continuous) will be excused by the school, so long as proper and timely documentation is provided (Section 4-B), unless:
 - a. On the first or second continuous day of absence due to technology issues, the parent/guardian of the student informs their student's school or program of their need for assistance in resolving technology issues and actively complies with school instructions for receiving that assistance.
 - i. This policy should not be construed as overriding any program's requirements that a family be able to provide reliable access to internet or technology to maintain enrollment in a virtual rather than in-person program.

C.) It is especially important in an asynchronous virtual program that the guidelines in Section 6 of this document be adhered to. Teachers in these programs should make extra effort to document their adherence to those guidelines. Directors and leaders of asynchronous virtual programs should make extra efforts to educate staff/faculty on these policies.

D.) It is noted that the ultimate responsibility for attendance in asynchronous virtual programs, including frequently checking attendance records and communicating with the school, falls upon the student and their guardian.

Section 19: Issuing of Work Permits by Schools

O.C.G.A. 39-2-11 states in part that no minor between the ages of 12 and 16 years shall be permitted to work for any person, firm, or corporation unless a certificate, showing that such minor is not less than 12 years of age shall be issued by the school superintendent or by some member of his staff authorized by him in writing, in the county or city where the minor resides or, if a student at a licensed private school, by the principal administrative officer thereof or by some member of his staff authorized by him in writing. A certificate shall also be required for employment of minors between the ages of 16 and 18.

The certificate provided for shall be accompanied by a letter from the minor's school administrator indicating that the minor is enrolled in school full-time and has an attendance record in good standing for the current academic year.

The employer of a minor shall maintain a copy of such certificate and letter in the minor's employment file. Such letter shall be updated in January of each subsequent academic year during which the minor maintains his or her employment until such minor reaches the age of 18 years or receives a high school diploma, a general educational development (GED) diploma, a special education diploma, or a certificate of high school completion, or has terminated his or her secondary education and is enrolled in a postsecondary school. Any employer failing to comply with this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not to exceed \$1,000.00, up to twelve months imprisonment, or both, for each violation.

The State Board of Education shall provide for the issuance of a waiver or exemption from the provisions of this subsection to a minor, upon such minor's petition, if there is clear and convincing evidence that the enforcement of the provisions of this subsection upon such minor would create an

undue hardship upon the minor or the minor's family or if there is clear and convincing evidence that the enforcement of the provisions of this subsection would act as a detriment to the health or welfare of the minor.

Section 20: Monitoring of Attendance Guidelines and Procedures

School attendance data will be collected and reviewed to ensure compliance with and progress of the specifics of the protocol.

The local school system will provide a copy of the written student attendance protocol to the Department of Education inclusive of any subsequent revisions or amendments.

Section 21: Notice of Georgia Law Requiring Cooperation of Schools with Visiting Teachers and Attendance Officers

Georgia Law: Cooperation of principals and teachers in public schools with visiting teachers and attendance officers; attendance reports and records kept by public schools; letter indicating enrollment

- (a) Visiting teachers (i.e., school social workers) and attendance officers shall receive the cooperation and assistance of all teachers and principals of public schools in the local school systems within which they are appointed to serve. All public schools shall keep daily records of attendance, verified by the teachers certifying such records. Such reports shall be open to inspection by the visiting teacher, attendance officer, or duly authorized representative at any time during the school day.
- (b) Any person failing to carry out the duties required by subsection (a) of this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$100.00.