



Understanding Planned Absences

Pre-Approved Absences

VS

Remote Learning Days

Procedure

Student or family obtains a planned absence form from the attendance office or school website. Student has teachers sign off and returns to attendance window at least 5 school days in advance of absence.



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Recorded As

Counts as an Excused Absence.



Recorded As

Does not count as an Absence.

Limits

Allowed 6 pre-approved absences per school year.



Limits

Allowed 5 remote learning days per semester.

When to Use

Verified interview for college admission or a documented college visit

Specialized, supplemental, or non-school related extracurricular program/event

Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)

Observance of religious holidays necessitating absence from school



When to Use

When student is able to participate asynchronously in school work at least half a day.

Cannot be used when traveling out of the country.

Cannot be used when a major assignment is scheduled.

Cannot be used during the last week of a semester.

Instruction & Assignments

Work may be provided ahead of time by teachers or through Canvas.

Student is not expected to engage in asynchronous learning.



Instruction & Assignments

Assignments provided through Canvas or email from the teacher.

Student is expected to work at least a half of a day on asynchronous learning activities

Work Completion

All assignments must be turned in within two days of returning to school.

Student should work with the teacher to make up any missed quizzes or tests in a timely manner.



Work Completion

All assignments must be turned in within two days of returning to school.



Understanding Unplanned Absences

Excused Absences

- Personal illness or when attendance in school would be detrimental to the health of the student or others
- A serious illness in the student's immediate family necessitating absence from school
- A death in the student's family necessitating absence from school
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school
- Visitation with an immediate family member who is on leave from or is being deployed to military service
- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)
- Compliance with an order for a pre-induction physical examination for service in the armed forces
- An absence for registering to vote or participating as an active voter in a local, state, or federal election
- A verified interview for college admission or a documented college visit
- A specialized, supplemental, or extracurricular program/event
- Doctor/Dentist/Orthodontist Appointment

Documentation

- Must be Submitted within 5 days of the student's return to school.
- Can be in the form of a handwritten parent note or email to ChattHSAAttendance@fultonschools.org
- Must include:
 - Student Name and ID Number (Lunch Number)
 - Parent/guardian name and contact information
- Failure to submit proper documentation within 5 days will result in the absence remaining coded as unexcused.

Additional Documentation

- After 3 consecutive absences, a doctor's note may be required
- After 7 absences or 10 tardies/checkouts, a doctor's note will be required for future absences

Missed Work

- After an unplanned absence (excused or unexcused), students receive the same number of days as their absence to complete missed work for full credit.
- After this make-up window, all work is subject to the late work policy.
- If a student misses a in-class assessment, the student needs to work with the teacher to schedule a make up date to take the assessment.

Early Checkouts

- Students needing to leave early, must check out through the attendance office.
- Students who are sick should report to the clinic first. To leave campus, they must bring the pink clinic note to the attendance office to complete check-out.
- Parents/guardians must be present to check the student out or provide written permission for the student to leave. **Students who are 18 years old and older may not check themselves out.**
- Failure to check out properly will result in a discipline referral for leaving campus without permission.