



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.