HENRY COUNTY SCHOOLS

Be Present Be Powerful

ATTENDANCE MATTERS



Important Highlights from the Henry County School Board Student Attendance Regulation

Effective July 1, 2025, Henry County Schools adopted a new Student Attendance Regulation to improve student achievement and ensure consistent attendance practices for every child across the district.

For more information about these updates, please visit the Regulation on the Henry County Schools website.
https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=4088

CHRONIC ABSENTEEISM	A student that misses 10% or more of enrolled school days for any reason, excused or unexcused.
EXCUSED ABSENCES	These include personal illness, death in the immediate family (up to 3 days), death in non-immediate family (up to 2 days) scheduled medical/dental/mental health/eye examinations, religious holidays, and specific circumstances like a parent's military service.
EXCUSED EDUCATIONAL TRIPS	A trip with significant educational value, when given notice and determined by the building principal. Students will have up to three excused absences for trips having educational value. Also, students may only request approval for two trips per semester, up to two days in length, to visit a college/university campus, technical school, military installation, or other career-related institution or event.
LIMITATIONS OF EXCUSED ABSENCES	After 5 consecutive or 10 total absences, late arrivals, or early checkouts, a doctor's note may be required by the parent at the request of the school principal or designee for any subsequent illness-related absences, late arrivals, or early checkouts.
EXCUSE NOTES	Written note or excuse explaining the reason for the absence(s) that includes the student's name, the date(s) of the absence, the reason(s) for the absence, and the signature of the legal parent or guardian. Must be submitted to the school upon the student's return, but no more than three (3) days from the return date. After five (5) notes, additional documentation may be requested. Electronic notes may be accepted as an excuse if sent from the email address on file, with a copy of the state or federal identification, from the legal parent or guardian in Infinite Campus.
TARDIES AND CHECK-OUTS	To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day. Students leaving before that requirement will be considered absent for the day. At ten (10) unexcused tardies, checkouts, or absences, parents may be required to complete an attendance contract. Parents of elementary students who are tardy or who check out must report to the front office to provide a written explanation. Middle and high school students must report to the school office and present a written explanation to include the parent's statement or additional documentation.
VERIFICATION OF RESIDENCY	After 10 unexcused absences, tardies, or checkouts, verification of residency may be requested by school and district personnel per Regulation JBCA-R(1).

Please see reverse for additional information.

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WITHDRAWAL	A student who has more than ten (10) consecutive days of unexcused absences may be withdrawn from school. The principal or his/her designee shall use his/her best efforts to notify the parent, guardian, or other person who has control or charge of a student if the school system plans to withdraw such student.
SCHOOL CHOICE	Per Regulation JBCCA-R(1): Student Assignment to School – Procedures a student's application or approval for school transfer (School Choice), after any combination of ten (10) or more unexcused tardies, checkouts, or absences in a calendar year, may be denied or revoked.
STUDENTS UNDER 6	All children enrolled for 20 school days or more prior to their sixth birthday shall become subject to the provisions of Georgia's compulsory school attendance law.
CARE TEAM	The C.A.R.E. (Caring Adult Responding Everyday) Team supports the students in terms of attendance, behavior, and social and emotional needs. This team may also help to refer students to school-based mental health services.

PARENT/GUARDIAN NOTIFICATION OF STUDENT ABSENCES

3 Unexcused Absences

- Attendance Letter #1 is sent home.

5 Unexcused Absences

- Attendance Letter #2 is sent home.
- Parent/Guardian received a call from a member of the C.A.R.E. team.

8 Unexcused Absences

- Attendance Letter #3 is sent home.
- Attendance Conference Requested by the school to complete Attendance Contract.

10 Unexcused Absences

- Attendance Letter #4 is sent home.
- Parent/Guardian is referred to the School Social Worker
- A verification of residency may be requested by school and district personnel
- Parent/Guardian invited to Truancy Intervention Meeting (Tim)

10 + Unexcused Absences

- Attendance Letter #5 is sent home.
- Director of Social Work will refer to the Juvenile and/or State Court.