

## **Attendance FAQ**

### **When is my student tardy?**

Students are considered tardy at the 7:50 bell. This is when our instructional day begins, and our morning announcements are broadcast in our classrooms. Therefore, students are considered tardy if they are not in their class when the bell rings.

### **When an excuse note needed?**

Anytime a student misses class time due to checking in late, checking out early, or being absent all day, please send in a note. Notes must be received within 3 days of absence. Important: always include your students' first and last names to help the information get to the correct place.

### **Where and how do I send excuse notes?**

You can send a note to school through three different methods, choose the one that you are most comfortable with:

1. Send an email to [ChalkerESSupport@cobbk12.org](mailto:ChalkerESSupport@cobbk12.org)
2. Students may bring a hard copy to the attendance office.
3. CTLS: Link is Provided in the Parent Attendance Text/Email Notifications sent out on the evening of an absence. Simply click on the link to set up the email.

### **Doctors' notes?**

We understand parents do not always take students to the doctor, but doctors' notes are better and can be entered into the system at any time.

### **What is the latest time a student can be checked out?**

1:45 P.M. (11:45 on early release days).

### **How do I request an absence from class(es) to be excused?**

The parent/guardian should send an email/note to the school attendance office explaining the reason for the absence within 3 days of the student's return to school, or the tardy/absence/early checkout will be marked unexcused. Always include your student's full name on the note.

### **How do I check my students out of school?**

Parents/guardians/designees must report to the attendance office, show their picture ID, and sign the checkout log. The parent/guardian/designee will be verified as being authorized by the enrolling adult. Enrolling adults should keep their ParentVue account updated with authorized people.

### **How is attendance recorded in school?**

Teachers code absences and tardies during their homeroom at the beginning of the day.

### **What will happen if my student has unexcused absences or tardies?**

Unexcused Absences:

- 3 Unexcused Absences- The student's parent/guardian will be contacted by the teacher.
- 5 Unexcused Absences – The official CCSD Attendance Letter will be sent to the student's parent/guardian.
- 7 Unexcused Absences – The school social worker will be consulted to determine further action.

Unexcused Tardies:

- 10 to 15 Unexcused Tardies- The student's parent/guardian will be contacted by the attendance clerk.
- 25 Unexcused Tardies – Student will be referred to social worker.

### **How to make transportation changes?**

ALL Transportation Changes must now be made electronically by enrolling adult through the DISMISSAL CHANGES option in ParentVue. Transportation changes must be made on or before the 1:30 pm cutoff time.

<https://media.cobbk12.org/media/WWW/Cobb/medialib/student-dismissal-parent-guide-v-3-4-1-2025-1.dbccf5114762.pdf>

**All attendance issues/questions should be sent to: [ChalkerESSupport@cobbk12.org](mailto:ChalkerESSupport@cobbk12.org)**