

Attendance Office Frequently Asked Questions

When is an excuse note needed? Anytime a student misses class time due to checking in late, checking out early, or absent all day. Notes must be received **within 3 days** of absence.

Should parents call when a student is going to be absent? No. Please send an email or note when they return. All excuse notes must be written.

Where and how do I send excuse notes?

1. Send an email to mcclureMSsupport@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.

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

3:45 P.M. (1:00 on early release days)

What should students do if they arrive after 9:10 a.m.?

Students arriving after **9:10 a.m.** are tardy and should report to the attendance office with a note explaining why they are late. They will be giving a pass to class.

How do I check out my student?

Parents/guardians/designee 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 persons.

Preplanned Dismissal On the date of early dismissal, send a note with student name, grade, and time of dismissal. Your student turns the note in to the attendance office upon arrival at school and will receive an early dismissal pass. The student can leave class at designated time and will wait in the attendance office to be checked out.

How do I request an absence from class(es) 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. Emails should be sent to mcclureMSsupport@cobbk12.org.

How is attendance recorded in middle school?

Teachers code absences and tardies during their homeroom and in each of the 7 class blocks.

What reasons for missing class will be excused? Please refer to the Compulsory Attendance Law on page 19 in the Family Information Guide at www.cobbk12.org.

Unexcused Absences:

- 3 Unexcused Absences- The student's parent/guardian will be contacted by either the homeroom teacher or the attendance clerk.
- 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:

- 5 Unexcused Tardies- The student's parent/guardian will be contacted the attendance clerk.
- 7 Unexcused Tardies – Detention assigned. Detention letter will be mailed to home address.
- 10 Unexcused Tardies – ISS assigned and will be referred to social worker.