



ATTENDANCE GUIDELINES

TARDIES

Students must check in if they arrive to campus anytime after 8:20am, even if it is during a class change. Students without an excuse note can check in through the Attendance Office or closest LAS station. Students with an excuse note should report to the Attendance Office to check in. Failure to check-in or continued tardiness will result in disciplinary action. For more information, please refer to our [Tardy Policy](#).

CHECKING A STUDENT OUT EARLY

Early check out from school is discouraged. Students and parents should try to arrange medical and other appointments after school hours. If a student must check out early, the enrolling parent can do **one** of the following:

1. Send a handwritten note to the attendance office in the morning.
2. Email jessalyn.anglin@cobbbk12.org at least two hours in advance. If you are unable to email your request two hours in advance, please call the attendance office (770-975-6685, ext 064) immediately after you send your emailed request.

Email/Note should include:

- Student's first and last name
- Student Number
- Date and time of when the student needs to be checked out.
- Reason why the student is checking out early.
- Name of person picking the student up/if student is driving off campus.

We will call the enrolling parent to verify the check-out request. Students will not be released if notes are unverified.

3. In lieu of a note or email, the enrolling adult or person on the emergency contact list must come to the school and check the student out in person. Picture Identification **MUST BE PRESENTED**. Enrolling adults can [add emergency contacts to a student's check out list in ParentVue](#).

***Students should not leave campus without a check out pass issued from the attendance office.** If the student leaves after being informed that early dismissal cannot be verified, the departure will be treated as skipping class, and disciplinary action will be taken.

We are unable to accommodate check outs after 3:15pm.

The education and safety of our students is our main concern. We appreciate your cooperation in abiding by the guidelines above.

WHAT IF MY STUDENT IS ABSENT FROM SCHOOL?

The Cobb County Board of Education considers regular school attendance to be essential for educational success. Students shall be in attendance in accordance with the requirements of the compulsory attendance law and for the number of full-length days prescribed by law.

- Excuse notes must be submitted to the attendance office within three days of the student's return to school.
- No phone calls will be accepted to excuse a student's absence(s).
- Parents/guardians may monitor student attendance through ParentVue.

HOW TO SUBMIT ABSENCE EXCUSE NOTES?

Choose **one** of the following ways to submit an excuse note:

1. Click on the link in the absence notification that is texted or emailed to you and complete the form.
2. Log into CTLS. Click to send a new message. Search for *Jessalyn Anglin* as the recipient and send the message. You can include attachments if needed.
3. Present excuse note to the attendance office.

WHAT INFORMATION NEEDS TO BE INCLUDED IN AN EXCUSE NOTE?

When possible, all excuse notes should be on official letterhead from a doctor, government agency, etc. If this is not possible, parents are permitted to write an excuse note. ALL written or paper excuse notes must include the following information:

- Student's full name
- Student's school ID number
- Date(s) of absence(s)
- Reason for absence
- Parent Signature

WHAT ABSENCES ARE CONSIDERED EXCUSED?

State law governs excused absences. A student's absence may be excused for the following reasons:

- Personal Illness, and when attendance in school would endanger their health or the health of others
- Appointment with a medical doctor/dentist/psychologist/psychiatrist
- Death or serious illness in the immediate family
- Recognized religious holidays observed by the student's faith
- Absences mandated by governmental agencies
- Conditions which render school attendance impossible or hazardous to the student's health and safety
- Two college visit days/year for 11th and 12th grade students

For more information on excused and unexcused absences, please refer to: [JB-R Student Attendance](#)