

Student Attendance and Absence Notes

Cobb County Policy requires parents to send in written communication to the school within 3 days of your child returning to school after being absent.

The Student Attendance System sends a message via CTLS Parent that a student was marked absent for a class period or the entire day regardless of the reason for the absence even if we have received a note or an event list as to why the student was not here.

You can send the communication to the Attendance Clerk in one of three ways for student absences:

1. Handwritten notes should be dropped off at the front office for the attendance clerk by the student when they return to school before going to Homeroom.
2. In lieu of a handwritten note you can email the attendance clerk Trina Rivera at trina.rivera@cobbk12.org with your child's full name, grade level, homeroom teacher, dates missed and the reason for the absence.
3. You can send a reply message to the attendance clerk from the absence notification received in CTLS Parent.
 - You do not need to **CALL** the school to report your child's absence unless they have tested positive for Covid. We do not take absence notes via phone calls.
 - If your child leaves from the clinic and is absent for subsequent days, you will need to send a note in when they return for the additional days. The attendance clerk only codes the day the student was checked out from the clinic and will need a note to correctly code any additional days missed.
 - The Attendance Clerk will receive a list of students who miss classes due to Simpson school events such as: field trips, speech class, quarantine due to school close contact, etc. and will code the absence accordingly.
 - Absence Notes may take up to 72 hours to be coded in the attendance system and show with a reason code in ParentVue.
 - If there is still a discrepancy in your child's attendance after the clerk has had time to code the notes you can email her the details including students full name, grade level, date, class periods to check and reason for the absence so she can adjust the coding.

Click [Here](#) to view the Cobb County District JB-R Policies for Student Attendance.