

# Attendance Reminders

Students receive a **Brookwood Student Planner** during the first week of school. It is a great tool for learning time management skills, and it also provides process and procedure information you need to know *before* checking your student out for an appointment, planning a college visit, or notifying the school of his/her absence. Once the dust settles from getting the kids back to school, you may want to review attendance information with your student, pages 28 through 31 in the planner. Here are a few quick reminders:

## Check-In /Check-Out Procedures & TAP (Tardy Accountability Program)

### TAP—Tardy Accountability Program

Students arriving late to any class after the tardy bell are sent to the Attendance Office—C-1 for TAP (Tardy Accountability Program). TAP consequences will begin when a student reaches his/her **4th** tardy. Students should present their school ID to the attendance staff when reporting for TAP and when checking in.

### Check-In

Students arriving to school following the 7:24 tardy bell will report to the Attendance Office—C1. To be considered for an excused check-in, students must present a note signed by a parent/guardian stating date, reason for lateness, and a phone number for follow-up. To be excused for a doctor or court appointment, the student must provide medical or court documentation of the appointment when he/she returns to school. Students arriving late to school without proper documentation will be considered unexcused. Parents are not required to check their child in.

### Check-Out

Students who need to leave campus during the day must check out through the Attendance Office—C1. Students who do not follow this procedure will be considered AWOL and may receive appropriate consequences. Parent permission is required before a student is released from school. Students must bring a note to the Attendance Office between **6:55-7:15 am**. The note should include the following: **date, student's first/last name and student number, check-out time and reason, if the student will be picked up or drive, parent signature and phone number(s)** for verification. Parents are not required to come inside for student if verification has been made.

- Students will not be permitted to check-out after 1:45 pm. Please schedule appointments accordingly. In case of an emergency call (770) 978-5065 for check—out.
- Students who need to check out for **illness or injury must** be processed through the **clinic in A-18.**

- Student check-in/out for DMV, immigration, social security appointments, etc., will be unexcused. **Students may request a full or partial day pre-arranged for these appointments.**
- Students are **not** permitted to check-out during Final Exams.
- Students will be picked up at the student drop-off/pick-up site at the Maroon Gym lobby.

## Excused & Unexcused Absences

### Excused

State guidelines classify absences as excused in the following circumstances:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's family.
3. A court order or an order by a governmental agency, including pre-induction physical exam for service in the armed forces.
4. Celebrating religious holidays
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed 1 day is allowed at the discretion of the local unit of administration for registering to vote or voting in a public election.

### Unexcused

Absences are unexcused for all other reasons, including but not limited to:

- Missing the Bus
- Oversleeping
- Power-Outage
- Vacations
- Trips
- Family Visits
- College Visits
- Car Trouble / Accidents
- DMV Appointments
- Baby-Sitting
- Running Errands / Skipping School
- Unspecified Family Emergency

### Reporting Absences

Parents or guardians are asked to call the automated line at (678) 344-2606 to report absences. Please clearly state the date, student's full name, grade, whether he is a joint enrollment student, your name and a number where you can be reached. Students are required to bring a note when they return to school even though a parent may have called the automated line to report the absence.

## Pre-Arranged Absences

### Procedure

The Board of Education allows students to have up to 5 days of prearranged absences. These absences are for college visits or travel.

While they are unexcused by law, the Board allows school work to be made up as long as the student meets the appropriate criteria.

Prearranged Absence Forms are available in the Attendance Office (C-1).

Students must follow the form instructions (Step 1, 2, 3, 4) obtaining parent, administrative and teacher signatures, and then returning the completed form to **C-1 3 days prior to the absence date.** Approval may be denied if form is received late.

All requests are subject to approval of the local administration. **Requests to miss exam days are not approved.**

**Contact:** Jamie Anderson (678) 689-3482

### Homework

Homework may be requested after the student has been absent 3 days. Please *allow teachers 24 hours from the time homework is requested to pick up materials.*

**Contact:** Robbin Edwards (678) 344-7615