

## **Attendance Support Team**

### *Parent Guidance on Attendance*

1. When a student is absent due to illness (within **3 days of returning to school**), parents should provide a written note or communicate electronically with the student's homeroom teacher in order for the absence to be marked as "Excused." A medical note may also be presented if applicable. All notes should state your child's name, reason for absence, date of absence(s), and your name. **Parent notes (written or electronic) are not accepted after 3 days. No more than 10 parent notes are allowed per year. Any parent notes after 10 will result in absences being coded UNEXCUSED.**
2. If your child accumulates **5 UNEXCUSED absences**, you will receive a notification letter from the school as well as the Notice of Compulsory Attendance requesting a parent signature.
3. If your child accumulates **10 UNEXCUSED**, you will receive an invitation to an *Attendance Support Team* meeting, which will consist of a teacher, the data clerk, an administrator, and the school system social worker at times.
4. If your child accumulates **10 UNEXCUSED OR 15 total absences of any kind (EXCUSED OR UNEXCUSED)**, the school will make a school social worker referral. Multiple interventions could occur as determined by the school social worker.

If you have any questions, please contact me.

Thank you,

Mrs. Tasha Hamil, Assistant Principal  
706-216-5812 x1911  
[thamil@dawson.k12.ga.us](mailto:thamil@dawson.k12.ga.us)

## **Positive Attendance Awards**

Classes are rewarded with a popsicle party and then entered into a chance to win an ice cream party each time they spell the word SPARK for being at school “On Time. All day. Every day.”

- No absences
- No late check-in
- No early check-out