

**TROUP COUNTY SCHOOL SYSTEM ATTENDANCE AND TRUANCY
PROTOCOL
STEPS IN MONITORING
QUICK REFERENCE**

- STEP 1** **PARENT/GUARDIAN AND STUDENTS 10 YEARS OR OLDER SIGN PROTOCOL**
- STEP 2** **1ST NOTICE OF ATTENDANCE (3 UNEXCUSED ABSENCES, 5 UNEXCUSED TARDIES, 5 UNEXCUSED EARLY DISMISSALS)**
ABSENCES, TARDIES, EARLY DISMISSALS
1ST NOTIFICATION
ATTACHMENT A
***CONFERENCE REQUIRED**
Refer to SBRRP if student was truant during the previous year. If a referral is made to SBRRP and the Responsible Person elects not to participate and there is a subsequent unexcused absence, then an educational neglect complaint shall be filed in the Juvenile Court.
- STEP 3** **2ND NOTICE OF ATTENDANCE (5 UNEXCUSED ABSENCES, 7 UNEXCUSED TARDIES, OR 7 UNEXCUSED EARLY DISMISSALS)**
2ND NOTIFICATION
ATTACHMENT B
2ND NOTIFICATION TO BE SERVED BY LAW ENFORCEMENT AND PROOF TO BE RETURNED TO SCHOOL. SEND FIRST CLASS MAIL, RETURN RECEIPT REQUESTED IF PARENT CANNOT BE REACHED
- STEP 4** **REFERRAL TO LAW ENFORCEMENT (6 UNEXCUSED ABSENCES)**
ATTACHMENT C (MUST BE SENT WITH “EXHIBIT A”)
- STEP 5** **WARRANT REQUEST (7 UNEXCUSED ABSENCES)**
ATTACHMENT D (MUST BE SENT WITH “EXHIBIT A”)

THE FOLLOWING DOCUMENTATION MUST ACCOMPANY A WARRANT REQUEST:

- EXACT DATES FOR ABSENCES
- ANY EXCUSES SENT IN BY THE PARENT
- INITIAL LETTER FROM SCHOOL (SIGNED PROTOCOL)
- ANY FOLLOW-UP LETTERS FROM THE SCHOOL
- ANY LOGS OF SCHOOL CONTACT WITH PARENT
- CONTACT INFORMATION FOR ANY SCHOOL OFFICIAL HAVING CONTACT WITH THE PARENT WHETHER ON THE PHONE OR WRITTEN CONTACT
- INFORMATION CONTAINING ANY HOMEBOUND PROGRAMS OFFERED
- SCHOOL WITHDRAWALS BY PARENT
- ANY OTHER ATTENDANCE RELATED DOCUMENTATION MAY BE INCLUDED AS WELL.

**POLICY: STUDENT ATTENDANCE
DESCRIPTOR CODE: JB**

THE ATTENDANCE OF ALL STUDENTS SHALL BE CHECKED DAILY. STUDENTS MAY BE COUNTED IN ATTENDANCE ONLY IF THEY ARE ACTUALLY PRESENT FOR 50% OF THE SCHOOL DAY OR IF THEY ARE AWAY FROM SCHOOL ON FIELD TRIPS OR OTHER ACTIVITIES SPONSORED BY THE SCHOOL AND ARE UNDER THE ACTUAL SUPERVISION OF SCHOOL AUTHORITIES.

THE PRINCIPAL IS RESPONSIBLE FOR CHECKING THE ATTENDANCE OF STUDENTS AND FOR ENCOURAGING REGULARITY AND PROMPTNESS. THE SYSTEM SOCIAL WORKER AND APPROPRIATE STAFF SHALL ASSIST THE PRINCIPAL IN ENFORCING THE COMPULSORY ATTENDANCE LAW, IN ENCOURAGING REGULAR ATTENDANCE OF ALL STUDENTS, AND IN ALLEVIATING HARDSHIP CONDITIONS WHICH CONTRIBUTE TOWARD ABSENTEEISM WITHIN THE RESOURCES AVAILABLE TO HIM.

TROUP COUNTY SCHOOLS DATE ADOPTED: 7/1/2001 LAST REVISED 7/15/2010