DISTRICT ATTENDANCE POLICY

Reasons for an EXCUSED absence:

<u>Illness - (1-2 days)</u> Students MUST turn in a handwritten note from a parent/guardian to have their absence excused

<u>Illness - (3 or more days)</u> Students are REQUIRED to submit a doctor's note to have their absence excused

<u>Funeral</u> - Students MUST turn in an Obituary and/or Bulletin from the Funeral Service to have their absence excused

<u>Depolyment</u> - Excused for Immediate Family Members ONLY (parent/guardian and sibling). Student MUST turn in a handwritten note from a parent/guardian to have their absence excused

<u>Court Ordered Appearance</u> - Student MUST provide original court document

<u>Religious Holiday</u> – Students MUST turn in a handwritten note from a parent/guardian to have their absence excused.

**Emailed attendance notes will no longer be accepted to excuse an absence. These emails will be printed and filed. Please note that your student's attendance will not be updated until documentation (listed above) has been turned into the Student Services Office

**Notes from Doctor Offices MUST be faxed by the Doctor's Office and/or the original note brought to Student Services Office. They will no longer be accepted via email

<u>Reasons for **UNEXCUSED** absences:</u>

Car Trouble

Traffic

Family Emergency/Personal Reasons - There must be a valid reason for the absence from the list above

College Tours - Only excused if student goes on a college tour on a field trip/school-related activity and/or is pre-approved by Ms. Lucas

If you received an Automated Attendance Call for an absence that you feel is incorrect, you should email that teacher directly to request the correction.

Parents requesting **Early Release** for their student must send an email to Ms. Haynes (haynesd@duvalschools.org) and Ms. Herndon (herndons@duvalschools.org) to request dismissal. The email must include the following information:

1. Student's Full name
2. Reason for Early Dismissal
3. Time of departure
4. Is the Student Returning?
5. Parent's name & Phone Number for Verification