



## Administrative Guidelines

**Department:** Academics (OAAP)

**Policy:** JB

**Topic:** Excused & Pre-arranged Absences

**Revised:** September 2019

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### PROCEDURE

Students may be excused from mandatory school attendance for any of the reasons allowed in state law and State Board of Education Rule. Such reasons include, but are not limited to the following:

- Personal illness in which the student's health or the health of others is endangered
- A serious illness or death in a student's immediate family
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces
- Observing religious holidays, necessitating absence from school
- Conditions rendering attendance impossible or hazardous to student health or safety
- Up to a maximum of five school days per school year for visitation if a student has a parent or legal guardian that is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting.
- Student is serving as a page of the Georgia General Assembly.

Students should be required to provide documentation supporting their declaration of an excused absence when there is a pattern of excessive absenteeism.

Students serving as a page of the Georgia General Assembly shall be counted as present in the same manner as students on a field trip.

Final course grades of students shall not be penalized because of absences if the following conditions are met:

- Absences are justified and validated for excusable reasons
- Make-up work for excused absences was completed satisfactorily. Make-up work for unexcused absences or skipping classes is not required.

School days missed as a result of an out-of-school suspension shall not count as unexcused days for the purposes of determining student truancy.