

Administrative Guidance (JB, Student Attendance) Supporting Document 1

This letter may be used when notifying a parent or guardian that the school will require doctor/medical provider documentation in order to consider student absences as excused. It is at the principal's discretion to determine when this is appropriate

SCHOOL LETTERHEAD

Dear _____,

Regular daily attendance at school is critical to student success. To date, your child, _____, has been absent _____ days of school this year. This includes _____ excused absences and _____ unexcused absences.

We are reaching out to you because we are concerned about the impact of continued absenteeism on your child's progress in school and future success.

Beginning on _____ future school absences will require documentation from a doctor or appropriate medical provider for the school to consider an absence to be excused. If documentation from a doctor or other medical provider is not received, the absence will be considered unexcused. Students with five or more unexcused absences are considered truant according to the Georgia Compulsory Attendance Law (Georgia Code 20-2-690). Truancy may result in a variety of interventions including a referral to an attendance panel, the school social worker, Division of Family and Children Services (DFCS), or juvenile court.

Again, it is important to your child's success in school that he/she attends regularly. If your child must miss school for a medical need, the school will need to receive documentation from the doctor or other appropriate medical provider for the absence to be considered excused beginning on _____.

Sincerely,

Principal