



2021-2022 Satchel Ford Attendance Guidelines

Unexcused Absences – UNEX

- For any unexcused absence one the following must be remitted within 48 hours of the absence
 - Medical Excuse
 - Parent Note
 - Religious Holiday Excuse
 - Bereavement - Obituary
- Ways to Remit Excuse
 - Provide to Teacher
 - Provide to Front Office
 - Email – sarah.assaley@richlandone.org
 - Fax – 803-738-7218
- Each Student is allowed to have 10 Parent Notes a year, once a student has reached 10 Parent Notes any Unexcused Absence after that will remain Unexcused (unless a medical, religious or bereavement excuse is provided)

COVID-19

- Any student that is directly exposed or tests positive for COVID-19, the absences are excused
- They are coded as the FLU with a comment of Close Contact or Positive

Truancy

- Once a student has accumulated 3 Consecutive Unexcused Absences **or** 5 Cumulative Unexcused Absences an Attendance Intervention Plan (AIP) is put into place.
- A meeting with Admin, Database and Parents will be held to discuss absences and develop a plan to ensure no other unexcused absences are accumulated.
- Once plan in place if student continues to accrue additional Unexcused Absences a petition will be completed requiring the Parents/Guardian to attend Family Court.