

Dear Parent/Guardian:

Welcome to the 2019-2020 school year. Hopkins County Schools would like to encourage our families and students to join us in our efforts to focus on school attendance because of its positive impact on student success. Attending school regularly helps children feel better about school—and themselves. Your student can start building good attendance habits now so they learn right away that going to school on time, every day is important.

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school, and we realize some absences are unavoidable due to health problems or other circumstances. If your student is going to be absent, please contact the school attendance office. Parents/guardians have **five parent notes** to use for **full day absences** and **five parent notes** to use for **tardies** (check-in or check-out). After a student has used all five parent notes for absences and/or tardies, additional absences or tardies may only be excused under the following circumstances **IF** proper documentation is submitted to the school attendance clerk **upon return to school:**

Excused absences are granted for the following:

- The student's illness, doctor appointment, or dental work (doctor's statement required); the doctor's signature must be legible. The doctor's excuse must specify the number of days the child is excused for, and the time and day the child was seen. Without this information, the excuse will not be accepted. Faxed excuses must come directly from the doctor's office. Students must have been physically seen by the doctor for the excuse to be valid.
- Summons for the student to appear in court.
- Funeral in the immediate family of the student.
- School functions—students attending or participating in activities that have been authorized as part of the instructional program shall be considered present at school.
- Other valid reasons outlined in Policy 09.123 and substantiated with parental notes. Such absences will not exceed five (5) days per school year, with the exception of military training/leave.
- Students with chronic illnesses requiring excessive medical excuses will be required to turn in a Medical excuse form each 10th medically excused absence or each 5th medically excused tardy. The principal may excuse the absence on single days providing the parents send a statement that the chronic illness was the reason for the absence.

If students do not return to school with a valid excuse, the absence or tardy will be marked as unexcused. Any child who has been absent from school with a combination of **three** or more unexcused absences/tardies is truant. Any child who has been reported as truant **two** or more times is a habitual truant (KRS 159.150). Upon the fifth unexcused event, families may receive a final notice and be expected to attend a district attendance intervention meeting. Upon the sixth or more unexcused event a petition may be filed with the court system.

OUR PROMISE TO YOU

There are many people in our schools prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school. Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information please contact your child's school.

Sincerely,

April Devine
Hopkins County Schools
Director of Pupil Personnel
270-825-6000