

Attendance Matters

Every student. Every day.

Did you know…

- students must earn twenty-four (24) units of credit in state-approved courses for graduation.

- that students earn units in 2 ways:
  - by numerically passing the course with final grade of 60 or higher **AND**
  - by earning mandatory seat time in each course
    - a student can miss up to 6 unexcused days of a whole (1) unit course without penalty
    - a student can miss up to 3 unexcused days of a half (.5) unit course without penalty

What if a student …

- does not pass the course numerically and has attended school the required amount of time?
  - The student **WILL NOT EARN** the course **AND**
    - may need to retake the course, and
    - the numerical final grade will display on their report card/transcript.
- passes the class numerically with a final grade of 60 or above, but misses more than the allowable days?
  - The student **WILL NOT EARN** the course **AND**
    - may need to retake the course, and
    - a final grade of FA (Failure due to Attendance) will display on their report card/transcript.

How do I fix attendance issues?

- Parents/guardians can submit a combination of up to 10 total parent notes **OR** valid medical notes due to the student's illness.
    - after the combination of 10 total parent or valid medical notes for the year, ONLY valid medical notes are accepted
    - Only 2 consecutive days of Parent notes will be accepted at a time.

Missed more than 10 days?

- **ONLY** valid medical notes will be reviewed.
- No more Parent/Guardian notes are accepted
- Parent/Guardian notes received after the student's 10th absence will be coded as an unexcused parent note

Who do I go to with Parent/Guardian/valid Medical notes?

- Vonda Tidwell, Attendance Clerk
- 803-283-2001
- Vonda.Tidwell@LCSD.K12.SC.US

What are the requirements of a Parent/Guardian/valid Medical note?

- Parent/Guardian/valid Medical notes MUST be received by the 2nd day the student returns from the absence. Excuses WILL NOT BE ACCEPTED after that time for that(those) absence(s). We do not accept attendance changes over the phone.

- Parent/Guardian/valid Medical notes must have the following:
    - Student name
    - dates of absence
    - signature
    - email address or phone number for verification

What about…

- Vacations/Out of town trips/church outings
    - are considered **unlawful/unexcused** according to the district attendance policy.
    - parent/guardian note will not be accepted for this type of absence
    - this will not be approved by the school.
- Tardies and signing my student out of school
    - Students arriving at school after 8:45 AM must be signed in by the parent or authorized person on your student's Sign In/Sign Out card. No exceptions.
    - Students arriving at school late or leaving school early will only be excused by a valid medical/appointment note.
    - Parent notes are not excused for tardies or being signed out before the end of the school day
    - Any student leaving school due to sickness will ONLY be excused if the school nurse calls the parent/guardian to pick the student up from school or if valid medical note is provided

******* **Students are responsible for keeping up with their attendance and any recovery needed.****

Who, what, and Why is Truancy involved with my life?

- Truancy means a student is developing a pattern of unexcused school absences or has missed more school days than is allowed by law.
- Truancy team members are alerted and referrals are automatically made when students have unexcused absences at the following intervals:
    - 3 school days
    - 5 school days
    - 10+ school days
- This applies to students ages 6-17 years of age
- Attendance intervention Plan will be established when a student
    - After three consecutive or a total of five unlawful absences, regulations require that school officials contact you and your child for a conference.
        - The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan.
        - Students who exceed the maximum number of absences allowed may be referred to the Family Court for truancy if under the age of seventeen.