

# Knox County Schools

## Attendance Policy



Attendance matters. When students are at school on time, every day, they learn more and enjoy school more. We want to help make sure all kids are at school ready to learn on every day possible.

Sometimes, though, children simply must be absent. Here are some things to know and do about absences.

### **What is an excused absence?**

In Knox County schools, excused absences include illness, injury, death in the immediate family, religious holidays, family emergency, court dates, and extenuating circumstances determined on a case-by-case basis.

### **What do I do if my child needs an excused absence?**

To be excused, parents must submit a note within 5 school days of the student's return to school. We CANNOT accept parent notes later than this. A student may use up to 10 parent notes per school year.

### **What about medical notes?**

Medical notes should also be turned into school when needed. These medical notes are *in addition to* the 10 parent notes per year. We advise turning in doctor's notes whenever you have them.

### **What if an absence is not excused?**

Unexcused absences occur when a student is absent for any non-approved reason, including family vacations and illnesses not documented by a medical or parent note. When a student has **5 unexcused absences**, the family will receive a phone call from a school counselor about absences. Our goal is to assist families in any way we can to help students succeed in school.

When a student has **10 unexcused absences**, a school social worker will request a meeting to help improve attendance.

*For more specific attendance information, please refer to KCS Board Policy J-120.*

Thank you for bringing your students to us! We truly enjoy being with them and helping them learn and grow. Questions about attendance? Other concerns about your child's school success that you'd like to discuss? Call, email, or meet with us. We love talking to families!

Sincerely,

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