

**COKER ELEMENTARY SCHOOL
1733 LEONARD BRIDGE ROAD
CHATSWORTH, GA 30705-5656**

**Murray County School System
Elementary School
Attendance Documentation**

Student Name _____
School _____
School Year _____

3 Absences POD calls parent/guardian

Date called _____ Time of call _____
Phone Number _____
Name of caller _____
Person called _____
Relationship to student _____
Notes _____

5 Absences POD mails postcard

Date mailed _____
To _____
Address _____

5 Unex. Absences** POD schedules ARC Meeting

POD
Parent(s)
Teacher (s)
SSW (e-mail invite)
Counselor/Nurse

Date 1st ARC Notice sent _____
To _____
Address _____

Date 2nd ARC Notice sent _____
Date 3rd ARC Notice sent _____
*Third attempt should be certified or hand delivered.
Certified _____ SSW _____

Date of ARC Meeting _____ Location _____
Result _____
_____ No parent present _____ Date result mailed _____

7 Unex. Absences
10 Absences *or Counselor* Administrator calls parent

Date called _____ Time of call _____
Phone Number _____ Days Absent _____
Name of caller _____
Person called _____
Relationship to student _____
Notes _____
Should referral be made to SSW? _____
Reason for referral _____

10 Unex. Absences** POD contacts SSW
SSW schedules MCRC Meeting

Date of meeting _____ Location _____
1. SSW _____
2. POD _____
3. DJJ Rep. _____
4. DFCS Rep. _____
5. Parent _____

POD= Principal or Designee
SSW= School Social Worker
ARC= Attendance Review Committee
MCRC= Murray County Referral Committee
DJJ= Department of Juvenile Justice
DFCS= Department of Family and Children Services
**= Legally Required

Recommendation of MCRC
Referral to:
_____ Magistrate Court
_____ Juvenile Court
_____ DFCS
_____ Other

Six guardian notes may be accepted (3 per semester).
SSW referral may be made at any point (lice, abuse, concerns, etc.).
SSW referrals should be made on SSW Forms.
ARC Meeting- Parent/guardian must be invited. MCRC Meeting- Parent/guardian may be invited.
ATTACH A COPY OF ALL DOCUMENTATION/CORRESPONDENCE WITH PARENT.