



Hamilton County Department of Education
Student Services
3074 Hickory Valley Rd
Chattanooga, TN 37421
423.209.8400
www.hcde.org

**2013-2014
Attendance Notification Contract**

- Tennessee State Law requires that all children between the ages of six (6) and seventeen (17), both inclusive, must attend school regularly
- Each child is allowed five (5) unexcused absences per school year. These absences do not require a note from a doctor, other professional, or parent.
- The Hamilton County Department of Education has determined that each child should also be allowed three (3) absences per school year that may be excused by a note from a parent/guardian. These should only be used in cases when a child is sick, but the parent/guardian determines that a doctor visit is not necessary.
- Following the five (5) unexcused and three (3) parent/guardian excused absences, any further absences must be excused by professional documentation. These include doctors, mental health professionals, dentists, court, or other professional services.
- Excuses must be turned in within five (5) school days of the absence. Excuses turned in past this date will not be accepted, and the absence will be unexcused.
- Once a child has reached ten (10) unexcused absences, he/she is truant. At this point, the school will make a formal referral to the School Social Worker.
- A legal notice will be mailed to the parent/guardian indicating that their child has become truant and that a petition may be filed with Hamilton County Juvenile Court.

Please print all information except signature

School _____

Student Name _____ Student Date of Birth: _____

I, _____, have read and understand the information regarding Tennessee State Law and Hamilton County Department of Education Attendance Policy as they apply to my child.

Parent/Guardian Signature _____ Date _____

*****Return this form to your child's teacher*****