



Hamilton County Department of Education  
Student Services  
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## 2013-2014 Attendance Procedures

1. Families are notified of Attendance Law and Procedures via each school's Student Handbook. Schools must include the Attendance Notification Contract in their registration packets. When the signed form is returned, the school is required to keep a copy in a designated notebook or file. A copy of this signed form will be required in the event a truancy petition is filed.
2. When a student reaches five (5) **unexcused absences**, the school is responsible for sending the Attendance Notification Letter. The school is required to keep a copy of this letter in a designated notebook or file. A copy of this letter will be required in the event a truancy petition is filed.
3. When the student reaches ten (10) unexcused absences, the student may be referred to the School Social Worker. The school will need to fully complete the referral and attach a copy of the Student Registration Form, a copy of the signed Attendance Contract, and a copy of the Attendance Notification Letter. The referral must have the signature of the Principal or Principal designee.
4. If absences continue after the signed referral, the Social Worker may initiate interventions and/or court procedures.
5. If court procedures are necessary, a Legal Notice is mailed by the social worker notifying parent/guardian of impending court action. If after five (5) days the child continues to miss school or there is no response from the parent/guardian, a petition may be filed with juvenile court.