



Hamilton County Department of Education

Student Services

2017-2018

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.
- The Hamilton Co. Department of Education has determined that each child will 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.
- After three (3) parent/guardian excused personal illness days, any further absences must be excused by professional documentation. These include doctors, mental health professionals, dentists, courts, or other professional services. Other legal reasons for excused absences are death in immediate family, religious holiday regularly observed by the faith (prior approval required), and approved school sponsored activities. (HCDE Board Policy 6.200)
- Excused must be turned in to the appropriate school official within five (5) days of the student returning to school.
- After five (5) unexcused days, the school will notify the parent/guardian that their child must attend school on a regular basis by mailing the Attendance Notification Letter.
- Upon receipt of the Attendance Notification Letter, if the parent disagrees with the number of absences, it is their responsibility to contact the school for an attendance meeting and to provide documentation to support claims.
- If a student acquires ten (10) or more unexcused days (no legal reason for absences as defined above) the school will make a formal referral to the School Social Worker.
- If the child continues to accrue unexcused absences after the referral, a Legal Notice will be mailed to the parent/guardian indicating that their child has become truant. This notice shall serve as intent to file a petition with Hamilton County Juvenile Court unless proper documentation is provided to the school within five (5) days of receipt of this notice.

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 Co. Department of Education Attendance Policy as they apply to my child.

Parent/Guardian Signature _____ Date _____

****Please return to the school office for placement in your cumulative record.**

