

ATTENDANCE INFORMATION

ALL STUDENTS MUST CHECK IN AND CHECK OUT WITH ATTENDANCE.

Early Dismissals—the parent/guardian must email both attendance clerks OR fax a note with the name of the student, dismissal time, method of leaving site (driving/walking/being picked up), and reason for leaving.

If a student is driving or walking, they must come to Attendance to check out before leaving site. An Attendance Pass (red note) will be delivered OR the attendance clerk will call the room to dismiss the student.

If a student is being picked up, the parent/guardian/designee must come to the Attendance office and present photo identification in order to check the student out before leaving site.

If a student is riding with another student, we must have email/faxed permission from the parent/guardian of EACH student (driver and passenger).

Attendance Office: phone 859-381-3552 / fax 859-381-4975

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<http://www.pld.fcps.net/general-information/attendance>

Following are the official attendance policies of FCPS which can be found in your Student Handbook.

All absences/tardies remain **unexcused** until written documentation is received by Attendance.

All absence documentation must be received by Attendance *within 3 days of student's return to school.*

Parent (Sick) Notes – 10 parent notes per year to excuse illness (10 partial day and 10 full day). After 10 parent notes, only a written excuse from a medical professional will excuse illness.

Agency Appointments – Excused for length of appointment plus reasonable travel time. These absences are **unexcused** until the agency note is received by Attendance. A parent note ***WILL NOT*** excuse an agency appointment. Examples: doctor, dentist, DMV, Social Security office, court/attorney.

Family Emergency – 3 instances (dates) per year. Excused only with a note that states the nature of the emergency.

Funeral/Religious Holiday or Ceremony—excused with a note from the parent/guardian.

EEO (Educational Enhancement Opportunity) – absence must be educational in nature

Steps for obtaining an EEO

1. Obtain and complete an EEO application form from the Attendance Office or print form off of the PLD Attendance website.
2. Submit a completed EEO form to the Attendance office at least 5 days prior to the absence.
3. Attendance will submit the form to the Head Principal for review. The Head Principal will either recommend or not recommend that the educational opportunity absence be granted.
4. The EEO will then be sent to the Director of Pupil Personnel, who will make the final decision as to whether or not the EEO absence will be granted (i.e. excused).