



# PITT'S SCHOOL ROAD ELEMENTARY SCHOOL



## \*\*\*ATTENDANCE INFO\*\*\*

If your child is out of school for any reason, please be sure to send a note in with him/her within 2 days of the absence. If a note is submitted after 2 days, the absence(s) will NOT be excused. Notes may also be submitted through our school webpage or by emailing your child's teacher directly. There is no need to call the school in the morning to report a student's absence.

- On the back of this page there is a list of lawful absence reasons as per NC Department of Public Instruction. Absences for ANY other reason will be considered unexcused.
- Any student who arrives at school after 11:40am, or is checked out before that time, will be considered absent for the day.
- If you are going out of town, and the purpose is to take advantage of a valid educational opportunity, your child's absence(s), up to 5 days, may be considered excused. Approval, however, must be granted prior to the absence(s) by filling out a "K-8 Educational Opportunity Application" and submitting it to Mr. Smith for approval. Applications can be found on the CCS website.
- A late arrival *or* an early dismissal is considered a "tardy". An official (doctor, dentist, etc.) note must be submitted to the office within 2 days for a tardy to be considered excused. For your convenience, notes can be faxed directly to (704) 788-3448 or emailed to [natalie.haywood@cabarrus.k12.nc.us](mailto:natalie.haywood@cabarrus.k12.nc.us) Tardies are monitored, and parents are notified by administration when they are excessive. Ten tardies may lead to making up time missed.
- Any student that has 10 or more tardies is NOT eligible for perfect attendance for any quarter in the year from that point forward.
- Please remember when there are celebrations, field trips or any classroom activities, and you check your child out, it is considered an unexcused early dismissal (tardy).
- Early Dismissals: You **MUST** have photo id in order to check out a student. For safety reasons, **WE CANNOT ALLOW EARLY DISMISSALS AFTER 2:30PM**

If you have any questions, please contact our Data Manager, Natalie Haywood, directly at (704) 788-3430. Thank you, in advance, for your support.



Please complete and return to your child's teacher tomorrow:

Student Name: \_\_\_\_\_ Grade/HR: \_\_\_\_\_

I am the parent/guardian of the above named student, and I have read the PSRES attendance information sheet.

**Parent Name (Print):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
6. **Religious Observance:** School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112)
7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.
8. **Absence related to Deployment Activities:** A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115C-407.5 Article V (E) )