



Attendance Frequently Asked Questions

Q: How can I reach the attendance office?

A: Phone: 470-254-3714 or email: NHSattendance@fultonschools.org

NO PHONE CALLS TO DISMISS YOUR STUDENT OR REPORT AN ILLNESS

Q: Student needs to check out early or miss a portion of the day?

- A:**
1. Parent writes a note with the legal name of the student, student ID #, date, time, and reason for requested dismissal, parent signature and parent contact number. Student delivers note to the attendance office collection basket located outside of attendance office before the start of the school day. Passes can be picked up between classes.
 2. Pass is shown to the teacher at the designated time and student may leave class and meet the parent outside. Keep the pass to show teachers the following day.
 3. Students returning to school the same day will need to bring pass back to attendance to record time returning. Doctor visits require a note from the doctor's office to document the absence as excused.
 4. Parents will need to come in person to the attendance office to check students out if a note has not been submitted.
 5. Students will not be dismissed after 3:00 pm.

Q: What is the protocol for a student who has been out sick?

- A:** Upon returning to school following an illness, students must check in with the attendance office to obtain a pass prior to the start of the school day.
1. A note written and signed by a parent/guardian which includes student legal name, student ID #, days missed and the reason for the absence is needed for the absence to be excused.
 2. Absences more than 3 days require a doctor's note.
 3. Notes must be received within 5 days of absence.

[Student Absence Note](#)

Q: What is the protocol if a student gets sick during school:

A: Student must be seen in the Clinic first. The clinic aid will submit the student's name to the attendance office to be excused.

Q: What are Pre-Approved Absences?

A: The district allows students six (6) preapproved absences per school year. Pre-approved absences can be used for the following reasons: college visits, family events, extracurricular travel, etc. A written request for all pre-approved absences must be submitted to the attendance office at least 5 days in advance.

The request must include the following: student's legal name and school ID #, dates of absence, reason for absence, parent signature and contact number.

1. Upon receipt of a pre-approved absence request, the attendance office will create and submit the form to the student's administrator for approval.
2. Once approved, student will pick up pre-approved form from the attendance office. Students are responsible for notifying and obtaining signatures from each of their teachers.

When completed the form should be returned to the attendance PRIOR to the requested date of absence.

[Preapproved Absence Request Form](#)

Q: What if my student is dually enrolled, attends Fulton Virtual, or WBL?

A: Students will check in/out with the CSA officer in the front of the school