



## MARSHALL COUNTY BOARD OF EDUCATION

### Compulsory School Attendance Notice to Parents

Dear Parents and Guardians:

Regular attendance at school is important for your child's success in learning and making progress toward graduation. Attendance at school is not only important; it is also a state law. The Commonwealth of Kentucky requires that students enrolled in public school from age 6 to 16 shall regularly attend school for 177 days per year. It is necessary that you notify the school when your child is absent. A student's absence from school is either excused or unexcused, depending upon the information that you provide.

Please notify **your child's school** by telephoning [redacted] and reporting the reason for your child's absence. Excused absences are defined as one of the following:

- Personal illness
- Death in the family
- Religious holidays
- Necessary appointments (doctor, dentist, counselor, etc.) that cannot be made outside of the school day and can be verified
- Documented, required court appearances
- Drivers' test (only for the time that the test is scheduled)
- Failure of bus to run
- One excused absence per occurrence of head lice not to exceed three days per school year
- Other reasons as determined by the school administrator

Students may make up all assignments missed during excused absences. All absences from school should be excused. A maximum of six absence events (of full or partial days) will be excused with a written parent note or parent call-in. After six parent call-ins, absences are only excused if one of the above listed reasons is documented. After 10 absences, the attached Medical Excuse Form must be filled out by a doctor/ARNP/PA each time there is an absence. It must be returned to the school or the absence will not be excused. You will be informed by your child's school when he/she has missed an excessive amount of school. Your assistance will be requested to implement corrective measures to improve attendance problems.

Any absence for a day or any significant part of a day for reasons other than those listed above and any absence without parent knowledge or contacting the school shall be considered an "unexcused" absence. Makeup work will be suggested to the student but no credit will be awarded for the work. A student is considered truant when he/she has three unexcused absences in a school year. A habitual truant is a student with six or more unexcused absences in a school year.

Thank you for your assistance in reporting your child's absences from school. Please contact me if you have any questions.

Sincerely,

Ledonia Williamson  
Director of Pupil Personnel