

RHS ATTENDANCE NOTE

Student Name: _____ Date(s) of Absence(s): _____

Attendance note should be turned in to the front office the day student returns to school after absence. Must be turned in within 5 school days after absence to be accepted.

Lawful Absences per Onslow County Board of Education Policy code 4400.

According to the Onslow County Board of Education Policy 4400, in order for a student to receive credit for a course, he/she must be in attendance for eighty (80) days per class period per semester.

A 504 plan does not count for attendance. Attendance notes are required for those absences.

Reason:

- Sick or injured but not taken to doctor. (1A) **Please write Parent Note on back of this sheet.**
- A medical or dental appointment. (1B) **** Note required from Doctor/Dentist.**
- Death in the **immediate** family. (1C) ****Provide copy of Obituary or Funeral Program.**
- Isolation ordered by State Board of Health. (1D)
- Court or Administrative Proceeding due to subpoena/citation. (1E) **** Note from Court or Administrative Office required.**
- Religious observation. (1F) **Prior approval by Principal required.**
- Valid Educational opportunity. Example: College Visits (1G) **Prior approval from teachers, parent and Principal required.**
- Other: **Prior Approval of Administration required.**

Parent Name	Parent Signature	Date
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NOTE: 1. Extended illnesses (5 or more days) generally require a statement from a physician.

2. Student will be permitted to make up work within timeframe to be determined by teacher.

3. A student’s absence from school for any reason other than those listed above will be considered unlawful.

4. All absences after the 10th absence in a class will require a Doctor’s Note / additional information in order to be excused.

References:

1. RHS Student Handbook
2. OCS Board Policy:
<https://www.onslow.k12.nc.us/cms/lib/NC02213593/Centricity/domain/117/board%20policies/4400%20Attendance.pdf>