

**GARRARD COUNTY SCHOOLS CRITICAL FACT SHEET for the BOARD of  
EDUCATION**

**Item for Consideration:** Automatic Parent Notes

**Board Meeting Date:** June 14th, 2021

**Action Requested:** Review      Action/Consent      **Action/Discussion**

**Item before the Board:** We would like to amend our current attendance policy to include the first six (6) student absences as automatically using parent notes. Also, the first six (6) tardies to school would automatically use parent tardies. The only exception would be if the student provided a valid doctor's note, at which point that would be used instead.

**Applicable Statute/Regulation:**

**Background:** Until this point, parents have needed to turn in a parent note, within five (5) days of the absence, in order to use one of their six (6) parent notes. It has been a hardship on parents to remember this policy even after we call the parent to follow up. This would be a huge benefit to all the parents in our district.

*Existing Policy:*

**NOTES REQUIRED**

Parent Excused Absences: A student returning to school after an absence may bring a note within five (5) days signed by his/her parents/guardian. Parent/guardian excuses are accepted for six (6) absences and six (6) check in/out tardies each school year. For absences and tardies without written documentation and/or if the limit of six (6) parent excuse absences/tardies has been reached, the absence/tardy will be considered unexcused.

Health Care Provider Notes: A student who is absent due to illness and goes to the doctor shall within five (5) days of return to school present the health care provider's statement. The following information is required on the excuse statement:

- 1) Name of health care provider;
- 2) Date and time of appointment;
- 3) Date student can return to school;
- 4) Health care provider's signature.

## NOTES REQUIRED (CONTINUED)

Medical Excuse Form: Up to twelve (12) days per school year may be excused with a health care provider's note. The Medical Excuse Form shall be returned to the school within five (5) days of the student returning to school from the absence. Any absence or tardy event due to medical reasons in excess of twelve (12) health care provider's notes will require the presentation of the Medical Excuse Form (09.123 AP.2) before the absence will be excused. After twelve (12) days of absence/tardiness in a school year for medical reasons, the Medical Excuse Form shall be completed in order for the student to receive additional medical excuses. The Medical Excuse Form is available at each school, the office of the Director of Pupil Personnel, on the official District website, and at parent request. Medical reasons after twelve (12) absences will be considered for excuse by the Principal ONLY if the Medical Excuse Form is presented.

*Summary of Issue:* Please refer to "Background" above.

*Budget Impact:* None

**Groups Consulted and Brief Summary of Response:** All school principals and district leadership were consulted about this possible change. Everyone was in 100% agreement that this would be a beneficial change for our parents.

**Superintendent's Recommendation:**

**Contact Person(s):** Scott Bolin

---

**Superintendent of Garrard County Schools**

Please underline the category best describing the item under consideration:

District Innovation	Strengthening Educators	Family/Community Involvement	Student/Family Supports
	Student Interventions	Coursework Completion	Accountability Reporting