



## SPECIAL NEEDS SCHOOLS OF GWINNETT

Dear Parents,

Attendance at school is an important part of student success and achievement. A pattern of absences puts students at risk of not achieving their potential for their grade level and courses. Certain absences are considered to be excused according to state guidelines. Excused absences include:

- Personal illness
- A serious illness or death in a student's immediate family requiring absence from school
- A court order or an order by a governmental agency
- Observing religious holidays, necessitating absence from school
- Weather conditions making attendance impossible or hazardous

*Please remember that if your student is absent from school, you need to send a note to the school stating the reason for his/her absence.* In some instances a note from the doctor is required. Should the reason be one noted above, your student's absence will be marked as excused.

A new state truancy law (O.C.G.A. Section 20-2-690.2) defines truant as "any child subject to compulsory school attendance who during the school year has more than 5 days of unexcused absences".

It is important for parents to be aware of attendance requirements. Attendance expectations are outlined in the Special Needs Schools of Gwinnett Parent Handbook. You will be asked to read and sign that you understand its contents. In addition, our teachers and school leadership will communicate with you regularly on school attendance issues.

Thank you for your supporting your student's academic achievement. Your student's regular attendance at school makes a difference!

Sincerely,

Elinore Trotter  
Director

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Print student name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

(Acknowledgement and Understanding of  
State of Georgia School Attendance Policy as outlined above.)