

MEMORANDUM

TO Appropriate Chief Officer; Office of Legal Affairs

FROM Policy Administrator (sample)

DATE October 14, 2026

RE Policy JB: Student Attendance and new Regulation JB-R(1), sample draft for review

Purpose

This memo transmits a sample redraft of Policy JB: Student Attendance and a new Regulation JB-R(1). The draft reflects Georgia attendance law in effect on October 14, 2026. That includes SB 123 (2025), which added O.C.G.A. § 20-2-690.3 on chronic absenteeism and § 20-2-692.4 on military testing and amended other compulsory attendance sections, including §§ 20-2-690.1 and 20-2-690.2. The draft also reflects State Board of Education Rule 160-5-1-.10 (Student Attendance) and Rule 160-5-1-.28 (Student Enrollment and Withdrawal, effective March 11, 2026).

If the District's planned policy review with GSBA proceeds, this crosswalk can help compare GSBA's recommendations with the District's current policy, regulations and practice.

Scope. This draft revises Policy JB within its current code. It does not move content into other policies or create new policy codes. One structural question is left for a manual-wide review: whether the withdrawal provisions in JB §9 would sit better in a separate policy on transfers and withdrawals. Several other Georgia districts' Policy JB pages cross-reference a policy coded JBCD (Transfer and Withdrawals), and the District's manual had no JBCD as of October 8, 2026.

Crosswalk

Each row shows where a section of the current policy goes in the draft and the source behind the decision.

Current JB	Draft	Source
§1 Mandatory attendance and exemptions	Kept in JB §1; adds the exception for students who have completed a diploma or HSE	O.C.G.A. § 20-2-690.1(b)
§1 Superintendent files court proceedings	Kept as written in JB §1 (Question 1)	§§ 20-2-690.1(e), 20-2-694, 20-2-701
§2 Excused absences	Kept in JB §2; adds items from the rule's minimum list; changes in meaning listed below	Rule 160-5-1-.10(2)(b)
§2 Military service tests and physicals (excused)	Moved to JB §3, counted present (Question 2)	§ 20-2-692.4
§2 Counted present (pages, foster care)	Kept in JB §3; adds 4-H and STEP	Rule 160-5-1-.10(2)(c)-(f)
§2 Hospital/homebound	Kept in JB §2	Rule 160-5-1-.10(2)(b)1.(i)
§3 Admission to class after an absence or tardy	Kept in JB §2	Rule 160-5-1-.10(2)(b) ("Policies may require submission of appropriate documentation")
§4 Procedures to reduce unexcused absences	Required notices stated in JB §4; operating steps in JB-R(1) §5; Code of Student Conduct link kept	Rule 160-5-1-.10(2)(j)-(l); § 20-2-690.1(d)
§4 Suspension days and make-up work	Kept in JB §4	Rule 160-5-1-.10(2)(a); current JB
§5 Grades and absences	Kept in JB §8	Rule 160-5-1-.10(2)(g)

Current JB	Draft	Source
§6 Epidemic reporting to the Board of Health	Kept in JB §7	Current JB
§6 90 percent call-in by 11:30 a.m.; health agency inquiries after noon	Moved to JB-R(1) §5.10	No legal source; operating procedure
§7 Withdrawal	Kept in JB §9; adds the voluntary withdrawal process	§ 20-2-690.1(f); Rule 160-5-1-.28
New	Chronic absenteeism and attendance review teams: JB §5; procedures in JB-R(1)	§ 20-2-690.3
New	No expulsion solely for absences: JB §1	§ 20-2-690.1(c)(4)
New	Student attendance and school climate committee: JB §6	§ 20-2-690.2(b), (h); Rule 160-5-1-.10(2)(m)

Text moved from policy to regulation. Two items move: the 90 percent call-in time and the after-noon availability of the data to health agencies. Under Regulation BDC-R(1), administrative regulations "will be subject to Board review, but do not require Board approval," and Policy BDC states that "The Board reserves the right to review administrative regulations prior to implementation." If these items move, changes to them would no longer require a Board vote.

Changes in meaning of retained text.

- Admission after an absence: "No student should be admitted to class after being absent from school the previous day unless the student holds a legitimate excuse" becomes "Before a student is admitted to class after being absent from school the previous day, the student will present a legitimate excuse." The principal's discretion when no excuse is presented is kept.
- Excused absence 5: "Instances where attendance by the student will be hazardous" becomes "Conditions that make attendance impossible or hazardous for the student," which adds the rule's "impossible."
- Excused absence 7: the current policy allows a student whose parent or guardian is "serving in the U.S. military" up to five days "prior to the parent or legal guardian's deployment or while the parent or guardian is on leave from deployment," and says the student "may be allowed" these days. The rule requires the days to be excused for "overseas deployment to a combat zone or combat support posting." The draft keeps the current policy's broader scope, states the days as excused, names the National Guard as the rule does and uses "parent or guardian" as amended by SB 123.
- Excused absence 1 adds the rule's "or when attendance in school endangers the student's health or the health of others."
- Excused absence 3 (court or government agency order) is added from the rule.
- Excused absence 6: "Students eligible to vote in a public election may be allowed no more than one day" becomes an excused absence of no more than one day for a student eligible to vote, as the rule requires.
- References: every current legal reference is kept. The draft adds §§ 20-2-690.3, 20-2-692.4 and 20-2-735 and adds cross references, which the current policy does not list.

Questions for Legal Affairs

1. **Court proceedings (JB §1).** O.C.G.A. § 20-2-690.1(e) assigns the authority and duty to file proceedings in court to visiting teachers and attendance officers for public schools, to local superintendents for private schools and to the Department of Education for home study programs. O.C.G.A. § 20-2-701 assigns the duty to report truants to the court along the same lines. O.C.G.A. § 20-2-694 gives local boards and superintendents a general duty to administer and enforce the compulsory attendance subpart. The draft keeps the current sentence on children not enrolled in any program. Please confirm the sentence against these sections.
2. **Military testing.** O.C.G.A. § 20-2-692.4 (effective July 1, 2025) credits a student taking tests and physical exams for military service as present and says the time is not counted as an absence. O.C.G.A. § 20-2-690.1(c)(3), added by the same act, refers to "an excused absence, as provided for in Code Sections 20-2-692.1 and 20-2-692.4." Rule

160-5-1-.10(2)(b)3. (last amended December 28, 2022) lists preinduction physical examinations as an excused absence. The draft follows § 20-2-692.4. Please confirm.

3. **Withdrawal policy filing.** O.C.G.A. § 20-2-690.1(f)(2) requires the policy on voluntary withdrawal to be filed with the Department of Education. Please advise whether the District's filed policy would need to be updated if this draft is adopted.
4. **Parents on attendance review teams.** O.C.G.A. § 20-2-690.3(c)(2) allows the parents or guardians of chronically absent students to serve on attendance review teams. JB-R(1) §6 limits a parent's or guardian's participation to the review of that parent's or guardian's own child. Please advise whether this meets FERPA.

Choices

Assigned to the Superintendent or designee in JB-R(1). The law leaves these to the District, and the draft does not set them:

- Criteria for identifying students at risk of becoming chronically absent
- How often schools review attendance data
- Timeline for family contact after a student is identified
- Membership and leadership of each attendance review team, within the categories the law allows
- Intervention plan format and other forms
- The escalation procedure when attendance does not improve

Proposed in this draft for review. The draft sets these, and each one can be changed:

- Required attendance review teams are determined from the previous year's rates before each school year starts
- Teams invite the parent or guardian to help develop the intervention plan
- At schools without a required team, staff designated by the principal develop intervention plans
- Measures are reviewed at least quarterly and reported to the Board at least once a year
- Training happens before a change to the regulation takes effect
- The regulation is reviewed at least once a year
- A parent or guardian who serves on a team takes part only in the review of that parent's or guardian's own child (see Question 4)
- The District collects only the attendance information needed for the regulation and state reporting
- Excused absence 7 keeps the current policy's coverage of any deployment, which goes beyond the rule's combat-zone requirement and is a Board decision

Board decisions this draft does not make.

- Whether to excuse absences for military affairs events (Rule 160-5-1-.10(2)(b)8.)
- Whether to excuse other absences the Board finds to have merit (Rule 160-5-1-.10(2)(b)10.)
- Whether to require medical documentation for absences (Rule 160-5-1-.10(2)(b)1.(i) and 2.(i))

Next steps

Policy JB. Under Regulation BDC-R(1), the appropriate Chief Officer, in concert with the Superintendent, researches and drafts the policy, and the Office of Legal Affairs reviews it. The Board then hears it at a first public reading, a public comment period follows, and the Board acts at a later meeting.

Regulation JB-R(1). Under Regulation BDC-R(1), the Office of the Superintendent submits the draft regulation to the Office of Legal Affairs for review. The regulation is subject to Board review and does not require Board approval.

GSBA review. If Policy JB is included in the District's GSBA review, the draft would go through GSBA's review and legal check first, so the Office of Legal Affairs reviews one reconciled draft.

BOARD POLICY

JB

Student Attendance

Status: Sample draft **Current version last revised:** 08/01/2011

The DeKalb County Board of Education expects every student to attend school regularly and on time. In responding to student attendance issues, the District will carry out its duties under state law, State Board of Education rules and the student attendance protocol adopted by the student attendance and school climate committee for DeKalb County.

1. Compulsory Attendance

All children who reside in the District and are between their sixth and sixteenth birthdays will enter school on the opening date and attend regularly, unless they are enrolled in a private school or home study program that meets the requirements of state law. This requirement does not apply to a child who has completed all requirements for a high school diploma or a state-approved high school equivalency (HSE) diploma. It also does not apply to a child exempted under state law or State Board of Education rules.

If the District is made aware that a child between the ages of six and sixteen is not enrolled in a public school, private school or home study program, the Superintendent has the authority and responsibility to file proceedings in court to enforce the mandatory school attendance law.

No student will be expelled from a District school solely because of absences from school.

2. Excused Absences

Excused absences are defined by law and in the rules of the Georgia Board of Education. The District will excuse a student's absence for the following reasons:

1. Personal illness, or when attendance in school endangers the student's health or the health of others;
2. Death or illness in the student's immediate family;
3. A court order or an order by a government agency that requires absence from school;
4. Observance of a religious holiday;
5. Conditions that make attendance impossible or hazardous for the student;
6. Registering to vote or voting in a public election, for a student eligible to vote, not to exceed one day; and
7. Up to five school days per school year to visit a parent or guardian serving in the U.S. armed forces or the National Guard before the parent's or guardian's deployment or while the parent or guardian is on leave from deployment.

Before a student is admitted to class after being absent from school the previous day, the student will present a legitimate excuse signed by the parent or guardian stating a reason for the absence. If the student does not present an excuse, the principal may use discretion in handling the situation. Admission to class after a late arrival will be handled in the same manner.

With proper medical verification, a student may be eligible for hospital/homebound services under State Board of Education Rule 160-4-2-.31.

3. Students Counted Present

A student will be counted present when the student:

1. Serves as a page of the Georgia General Assembly;
2. Attends court proceedings related to the student's foster care;
3. Takes tests or physical exams for military service in the U.S. armed forces or the National Guard;
4. Participates in an activity or program sponsored by 4-H; or
5. Successfully serves as a poll officer through the Student Teen Election Participant (STEP) program.

No student may be absent from school for, or take part in, the STEP program for more than two school days per school year.

4. Unexcused Absences, Tardiness and Truancy

The Superintendent or designee will establish procedures to reduce unexcused absences, tardiness and truancy. The procedures will be published each year in the Code of Student Conduct. The Code of Student Conduct will also include the definition of truancy and a summary of possible consequences and penalties for truancy.

The procedures will include, but are not limited to, the following:

1. The District will notify the parent or guardian when a student has five unexcused absences. The notice will explain the penalties and consequences of the absences and state that each later unexcused absence is a separate offense.
2. After two reasonable attempts to notify the parent or guardian without response, the District will send the notice by certified mail, return receipt requested, or by first-class mail.
3. Before taking any action to begin court proceedings against a parent or guardian for failing to comply with compulsory attendance, the District will send a notice by certified mail, return receipt requested.
4. Each school will give the parent or guardian of each enrolled student a written summary of the possible consequences and penalties for failing to comply with compulsory attendance.
5. The parent or guardian will sign a statement acknowledging receipt of the summary by September 1 of each school year or within 30 school days of the student's enrollment. Each student who is age 10 or older by September 1 will also sign a statement acknowledging receipt.
6. If the school cannot obtain a signature after two reasonable attempts, the school will send a copy of the summary to the parent or guardian by certified mail, return receipt requested, or by first-class mail.
7. Each school will use a progressive discipline process and a parental involvement process for a truant student before referring the student to the juvenile court or other court with jurisdiction.

School days missed because of an out-of-school suspension will not count as unexcused absences for the purpose of determining truancy. The District will provide make-up work for days missed because of an out-of-school suspension.

5. Chronic Absenteeism

The District will continuously identify students who are chronically absent or at risk of becoming chronically absent. The District will provide appropriate supports to those students. The term "chronically absent" has the meaning given in O.C.G.A. § 20-2-690.3.

The District will establish a districtwide attendance review team when the District's chronic absenteeism rate for the previous school year is 10 percent or higher. The District will establish a school attendance review team at each school whose chronic absenteeism rate for the previous school year is 15 percent or higher.

Each attendance review team will meet at least once a month. Each team will review the individual cases of students who are chronically absent and will develop intervention plans for those students and their parents or guardians. A districtwide attendance review team may work with school attendance review teams.

The Superintendent or designee will coordinate any attendance intervention services approved by the Board with the procedures in Regulation JB-R(1).

6. Student Attendance and School Climate Committee

The Superintendent or designee will fully and actively assist in the planning, implementation and evaluation activities of the student attendance and school climate committee for DeKalb County. The Superintendent, a certificated school employee, a Board member and, if the District employs any, a certificated school social worker will serve on the committee.

The Board will participate in, consider and make publicly available its decisions regarding the committee's recommendations, including by posting them in a conspicuous location. The Board will report student attendance rates and aggregated student discipline data to the committee and to the State Board of Education at the end of each school year, according to the schedule set by the State Board of Education.

7. Attendance and Public Health

If it appears there may be an epidemic or threat of an epidemic, the Superintendent or designee will report the information to the DeKalb County Board of Health. Regulation JB-R(1) sets the daily attendance reporting procedure.

8. Grades and Absences

Final course grades will not be penalized because of absences if both of the following conditions are met:

1. The absences are justified and validated for excusable reasons; and
2. The student completed make-up work for the excused absences satisfactorily.

9. Withdrawal

The District will follow the criteria and procedures for withdrawal of students set out in State Board of Education rules, including withdrawal based on consecutive absences. All withdrawals will comply with state and federal law, including the Individuals with Disabilities Education Act (IDEA).

An unemancipated minor who is older than the age of compulsory attendance and has not completed all requirements for a high school diploma or a state-approved high school equivalency (HSE) diploma may not withdraw from school without the written permission of a parent or guardian. Before accepting that permission, the principal or designee will hold a conference with the student and the parent or guardian within two school days of receiving notice of the student's intent to withdraw. At the conference, the principal or designee will make a reasonable attempt to share with the student and the parent or guardian the information provided by the Georgia Department of Education under O.C.G.A. § 20-2-690.1(f)(2).

10. Responsibilities

The Superintendent or designee will establish Regulation JB-R(1) to implement this policy. The appropriate Chief Officer or designee will oversee implementation of this policy. Each principal will carry out this policy and Regulation JB-R(1) at the principal's school.

Legal References

State

- O.C.G.A. 15-11-0720: Conditions under which emancipation may occur
- O.C.G.A. 15-11-0721: Emancipation petition requirements
- O.C.G.A. 20-02-0150: Eligibility for enrollment
- O.C.G.A. 20-02-0690: Educational entities; requirements for private schools and home study programs; learning pod protection
- O.C.G.A. 20-02-0690.1: Mandatory education for children between ages six and 16
- O.C.G.A. 20-02-0690.2: Establishment of student attendance and school climate committee; membership; penalties for failure to comply; review and policy recommendations
- O.C.G.A. 20-02-0690.3: Chronically absent students; attendance review teams
- O.C.G.A. 20-02-0691: Minimum annual attendance required; child completing high school exempt
- O.C.G.A. 20-02-0692: General Assembly pages granted excused absences
- O.C.G.A. 20-02-0692.1: Excused absences for days missed to visit with military parent prior to deployment or on leave; attendance at military affairs sponsored events
- O.C.G.A. 20-02-0692.2: Foster care student attending court proceedings related to that student's foster care to be credited as present at school
- O.C.G.A. 20-02-0692.3: Participation in 4-H activities; attendance credit
- O.C.G.A. 20-02-0692.4: Attendance credit for military obligations of students
- O.C.G.A. 20-02-0693: Exemptions
- O.C.G.A. 20-02-0694: Administration and enforcement of attendance requirements
- O.C.G.A. 20-02-0695: Employing attendance officers in addition to visiting teachers; authority and duties
- O.C.G.A. 20-02-0696: Duties of visiting teachers and attendance officers
- O.C.G.A. 20-02-0697: Cooperation of principals and teachers in public schools with visiting teachers and attendance officers; attendance reports and records kept by public schools; letter indicating enrollment
- O.C.G.A. 20-02-0698: Peace officers may take temporary custody of truant children away from home
- O.C.G.A. 20-02-0699: Disposition of children taken into custody
- O.C.G.A. 20-02-0700: Reports by peace officers to school authorities and parent or guardian
- O.C.G.A. 20-02-0701: Responsibility for reporting truants to juvenile or other courts
- O.C.G.A. 20-02-0735: Adoption of policies by LBOEs to improve student learning environment
- O.C.G.A. 20-02-0785: Referral and assessment to determine whether withdrawal was to limit education
- O.C.G.A. 20-02A-0002: Requirements for student scholarship organizations
- O.C.G.A. 20-03-0496: Definitions. Realizing Educational Achievement Can Happen (REACH) Scholarship Program.
- O.C.G.A. 20-03-0497: Establishment of REACH scholarship; student requirements.
- O.C.G.A. 20-17-0002: Interstate Compact on Educational Opportunity for Military Children
- O.C.G.A. 21-02-0092: Student Teen Election Participant (STEP) program
- O.C.G.A. 40-05-0022: Requirements for licensure; school attendance requirements
- Rule 160-4-2-.31: Hospital/Homebound Instruction
- Rule 160-5-4-.09: Limited Public School Choice
- Rule 160-5-1-.28: Student Enrollment and Withdrawal
- Rule 160-5-1-.02: School Day and School Year for Students and Employees
- Rule 160-5-1-.10: Student Attendance
- Rule 160-4-2-.48: High School Graduation Requirements for Students Enrolling in the Ninth Grade for the First Time in the 2008-09 School Year and Subsequent Years
- Rule 160-4-8-.12: Alternative Education Programs
- Rule 160-5-1-.24: Procedure for Requesting Student Social Security Numbers

Federal

- 34 CFR 300.174: Prohibition on mandatory medication

Cross References

Cross references: AF, BDC, IGB, IHA, JB-R(1), JBC, JBC(1), JCD, JGCC-R, JR

ADMINISTRATIVE REGULATION

JB-R(1)

Student Attendance

Type: Administrative regulation

Status: Sample draft (new)

Implements: Policy JB

1. Purpose and Authority

This regulation implements Policy JB: Student Attendance. It sets procedures for identifying and supporting students who are chronically absent or at risk of becoming chronically absent, for notices about unexcused absences and for daily attendance reporting. The Superintendent or designee develops this regulation under Policy BDC: Policy Adoption and Regulation BDC-R(1).

2. Scope

This regulation applies to all District schools and to all students enrolled in them. It applies to District staff who record attendance, contact families about attendance or serve on attendance review teams. Withdrawal procedures follow State Board of Education Rule 160-5-1-.28 and Policy JB §9.

3. Definitions

Attendance review team: A team established under Policy JB §5 and O.C.G.A. § 20-2-690.3(c).

At risk of becoming chronically absent: A student who meets the criteria established by the Superintendent or designee under §5.3 of this regulation.

Chronically absent: "[T]he attendance status of a student whose total number of absences, whether excused or unexcused, at any time during a school year is equal to or greater than 10 percent of the total number of school days that such student has been enrolled at the same school or within the same local school system during the current school year excepting such student's first day of enrollment." O.C.G.A. § 20-2-690.3(a)(2).

Local school system chronic absenteeism rate: "[T]he number of students enrolled in a local school system who were chronically absent during the previous school year divided by the total number of students enrolled in such local school system during such school year." O.C.G.A. § 20-2-690.3(a)(3).

School chronic absenteeism rate: "[T]he number of students enrolled in a school who were chronically absent during the previous school year divided by the total number of students enrolled in such school during such school year." O.C.G.A. § 20-2-690.3(a)(4).

Truant: "[A]ny child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences." State Board of Education Rule 160-5-1-.10(1)(e).

4. Roles

Superintendent or designee: Establishes the criteria, schedules, timelines, forms and procedures this regulation assigns. Establishes the membership of each attendance review team and designates who leads it. Coordinates any attendance intervention services approved by the Board with this regulation. Reports attendance results to the Board.

Appropriate Chief Officer or designee: Oversees implementation. Determines each year which attendance review teams are required.

Principal or designee: Ensures accurate daily attendance records. Sends required notices. Reports daily attendance under §5.10.

Teachers: Record and verify attendance daily.

Attendance review team members: Under O.C.G.A. § 20-2-690.3(c)(2), teams "may consist of school administrators, school counselors, school social workers, teachers, other school personnel, and the parents or guardians of such students who are chronically absent."

Office of Legal Affairs: Reviews this regulation and advises on legal questions.

5. Procedures

5.1 Record attendance.

Owner: Teachers **Timeline:** Daily

Teachers will record and verify student attendance each school day.

5.2 Annual notice of consequences.

Owner: Principal or designee **Timeline:** By September 1 of each school year, or within 30 school days of a student's enrollment

The school will give each parent or guardian the written summary required by Policy JB §4. Within the same timeline, the school will collect signed statements from the parent or guardian and from each student who is age 10 or older by September 1. After two reasonable attempts to obtain a signature, the school will send a copy of the summary by certified mail, return receipt requested, or by first-class mail.

5.3 Identify students.

Owner: Principal or designee **Timeline:** On the schedule set by the Superintendent or designee

The principal or designee will review attendance data and identify students who are chronically absent or who meet the at-risk criteria. The Superintendent or designee will establish the at-risk criteria and the review schedule.

5.4 Contact the family.

Owner: Principal or designee **Timeline:** Within the time set by the Superintendent or designee after a student is identified under §5.3

The principal or designee will contact the parent or guardian to share the student's attendance record and offer supports.

5.5 Notice at five unexcused absences.

Owner: Principal or designee **Timeline:** When a student reaches five unexcused absences

The school will send the notice required by Policy JB §4. After two reasonable attempts to notify the parent or guardian without response, the school will send the notice by certified mail, return receipt requested, or by first-class mail.

5.6 Develop an intervention plan.

Owner: School attendance review team, where one is required; otherwise, school staff designated by the principal **Timeline:** Teams meet at least once a month

The team or designated staff will review the case of each student who is chronically absent and develop an intervention plan for the student and the student's parent or guardian. The team will invite the parent or guardian to take part in developing the plan. The Superintendent or designee will establish the plan format.

5.7 Escalate.

Owner: Principal or designee **Timeline:** As set by the Superintendent or designee

When a student's attendance does not improve under the intervention plan, the principal or designee will refer the case under the escalation procedure established by the Superintendent or designee. When a districtwide attendance review team is required, the procedure will include referral to that team.

5.8 Before any court referral.

Owner: Principal or designee, and District staff authorized under O.C.G.A. § 20-2-701 **Timeline:** Before any referral or court action

The school will document the progressive discipline process and parental involvement process used for the student under Policy JB §4. The District will send the certified mail notice required by Policy JB §4 before taking any action to begin court proceedings against a parent or guardian. Referrals will follow the student attendance protocol for DeKalb County.

5.9 Follow the county protocol.

Owner: Appropriate Chief Officer or designee **Timeline:** Ongoing, and after each revision of the protocol

Staff will carry out this regulation consistent with the student attendance protocol adopted by the student attendance and school climate committee for DeKalb County under O.C.G.A. § 20-2-690.2(e). When the committee revises the protocol, the appropriate Chief Officer or designee will review this regulation for needed changes.

5.10 Daily attendance reporting.

Owner: Principal or designee **Timeline:** By 11:30 a.m. on any day that school attendance is below 90 percent

On any day that attendance at a school is below 90 percent, the principal or designee will report the number of absences to the Superintendent or designee by 11:30 a.m. This information will be available for inquiries from local, state and federal health agencies after noon on each day of reported absences.

6. Records and Student Privacy

Attendance records that identify students by name will be used only as permitted by O.C.G.A. § 20-2-697(a).

District staff will handle attendance records, attendance review team records and intervention plans in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 C.F.R. Part 99; the Student Data Privacy, Accessibility, and Transparency Act, O.C.G.A. § 20-2-660 et seq.; and Policy JR.

A parent or guardian who serves on an attendance review team will take part only in the review of that parent's or guardian's own child.

The District will collect only the attendance information needed to carry out this regulation and to meet state reporting requirements.

Schools will keep signed acknowledgment statements under §5.2 at least through the end of the school year, as required by O.C.G.A. § 20-2-690.1(d)(4). Other records under this regulation will be kept according to applicable records retention schedules.

7. Monitoring

Measures: The school chronic absenteeism rate and the local school system chronic absenteeism rate, as defined in §3. The number of students who are chronically absent at each school with an attendance review team and the number of those students with an intervention plan.

Data source: The District's student information system attendance records.

Review: Before each school year starts, the appropriate Chief Officer or designee will calculate the previous year's rates. The appropriate Chief Officer or designee will then identify which schools are required to establish attendance review teams and whether a districtwide team is required. The appropriate Chief Officer or designee will review the measures for each school at least quarterly during the school year.

Reporting: The Superintendent or designee will report the measures to the Board at least once a year.

8. Training and Communication

When this regulation is adopted or changed, the appropriate Chief Officer or designee will train principals, attendance staff and attendance review team members before the change takes effect.

The Office of the Board of Education will post the current version of this regulation in the District Administrative Regulations Manual.

Schools will inform families about attendance expectations and supports through the annual summary under §5.2 and the Code of Student Conduct.

9. Owner, Review and References

Owner: Appropriate Chief Officer or designee.

Review: The appropriate Chief Officer or designee will review this regulation at least once a year and after any change in state law, State Board of Education rules or the county student attendance protocol. The Policy Administrator will track the review date and coordinate updates with the appropriate Chief Officer and the Office of Legal Affairs.

Legal References

State

- O.C.G.A. 20-02-0660 et seq.: Student Data Privacy, Accessibility, and Transparency Act
- O.C.G.A. 20-02-0690.1: Mandatory education for children between ages six and 16
- O.C.G.A. 20-02-0690.2: Establishment of student attendance and school climate committee; membership; penalties for failure to comply; review and policy recommendations
- O.C.G.A. 20-02-0690.3: Chronically absent students; attendance review teams
- O.C.G.A. 20-02-0697: Cooperation of principals and teachers in public schools with visiting teachers and attendance officers; attendance reports and records kept by public schools; letter indicating enrollment
- O.C.G.A. 20-02-0701: Responsibility for reporting truants to juvenile or other courts
- Rule 160-5-1-.10: Student Attendance
- Rule 160-5-1-.28: Student Enrollment and Withdrawal

Federal

- 20 USC 1232g: Family Educational Rights and Privacy Act of 1974 (FERPA)
- 34 CFR Part 99: Family Educational Rights and Privacy

Cross References

Cross references: JB, BDC, BDC-R(1), IGB, JCD, JGCC-R, JR, JRA