

## Glasgow Middle School Attendance Policy

Student name \_\_\_\_\_

My signature indicates that I have read and understand the attendance policy mandated by the East Baton Rouge Parish School System and the Louisiana Board of Elementary & Secondary Education. I understand the following:

1. Parent notes will be accepted by the school. They will be entered in the database as unexcused parent notes. Parent notes should be submitted to the designated school personnel for attendance.
2. Parent notes must be submitted within **5 (five) school days** or they must be approved by the Office of Child Welfare and Attendance.
3. The East Baton Rouge Parish School System will only accept **5 (five) written parent notes** per semester (August—December and January—May).
4. Doctor's excuses must be submitted when applicable on the day of the student's return.
5. Absences that exceed 10 days could result in retention unless legitimate extenuating circumstances have been reviewed and approved by the Supervisor of Child Welfare and Attendance.

I also understand that if my child does not meet any of the above requirements, I will be referred to the Office of Child Welfare and Attendance.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work phone \_\_\_\_\_

**ONE TEAM, ONE MISSION**

*Building the Future of Baton Rouge*

The East Baton Rouge Parish School System and all of its entities (including Career and Technical Education Programs) does not discriminate on the basis of age, race, religion, national origin, disability or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794). The Title IX Coordinator is Andrew Davis, Director of Risk Management (ADavis6@ebrschools.org) - phone (225) 929-8705. The Section 504 Coordinator is Elizabeth Taylor Chapman, Director of Exceptional Student Services (ETaylor@ebrschools.org) - phone (225) 929-8600.

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