



# COLQUITT COUNTY BOARD OF EDUCATION

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P.O. Box 2167, Moultrie, Ga. 31776

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**Superintendent**

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Assistant Superintendent of Curriculum  
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**Dr. Irma Townsend**  
Assistant Superintendent of Student Services

Each school year is always an exciting time for students, staff, and families. In order to educate our students, they must be present and on time each day. To ensure success, we ask parents to ensure their children come to school on time each day unless they are sick. If your student is absent due to illness, be sure to submit a note to the school when the student returns. This protocol will be followed at each school for students who are enrolled and/or of compulsory school age.

## Attendance Protocol

Each student is to submit written documentation following days absent. (Parent or Doctor Note) Additionally, it is important that your child ask for any missed work following an absence. Valuable minutes of instructional time are missed each time your child is tardy or absent. We are committed to providing the best education possible for your child. Regrettably, this process is adversely affected by poor attendance and causes your student to fall behind academically. We believe that a strong partnership between home and school is essential in the education of children.

We know that you care and are concerned about your child's success in school, and it is our goal to help in resolving this problem. If you have any questions, please contact your school Social Worker.

Colquitt County Board of Education Protocol for Attendance is as follows:

1. Five (5) unexcused days – School based Hearing.
2. Seven (7) unexcused days – Hearing with School Officials, District Attorney Representative, and Department of Family and Children Services.
3. Ten (10) unexcused days – Refer to DFCS
4. Twelve (12) unexcused days – possible legal action.

Thank you for your cooperation and partnership with Colquitt County Schools and ensuring the best educational experience for your child.