



THE GADSDEN COUNTY SCHOOL DISTRICT

Educating Every Student Today, Making Gadsden Stronger Tomorrow

Elijah Key, Superintendent of Schools

35 Martin Luther King, Jr. Blvd Quincy, Florida 32351

Main: (850) 627-9651 or Fax: (850) 627-2760

www.GadsdenSchools.org

Attendance Policy Acknowledgement

Purpose

This acknowledgement outlines the expectations and legal requirements regarding student attendance for all students in the **Gadsden County School District**. **Distribution of this acknowledgment serves as the initial notification to families regarding attendance expectations, procedures, and legal obligations** in accordance with **Florida Statutes §1003.21 and §1003.26**. Consistent school attendance is essential for academic success and is required by law. This acknowledgement is intended to promote shared accountability among students, families, and the school system to support regular, timely attendance.

Legal Requirements

Florida Statute §1003.21 – School Attendance:

All children ages 6–16 are required by Florida law to attend school regularly. Parents and guardians are legally responsible for ensuring their child attends school on time each day.

Florida Statute §1003.26 – Enforcement of School Attendance:

Schools must take steps to address and correct patterns of non-attendance. A student with 15 or more unexcused absences within 90 calendar days may be considered truant and subject to corrective action.

Attendance Intervention Steps

In addition to this initial notification to families regarding attendance expectations, procedures, and legal obligations, to support student attendance, the following progressive interventions will be implemented by the Gadsden County School District:

1. After 3 Unexcused Absences

The classroom teacher will contact the parent/guardian via **phone call or email** to notify them of the attendance concern and remind them of state requirements.

2. After 5 Unexcused Absences

- The **School Social Worker** will schedule a **parent/guardian conference** either in person or by phone.
- The student will be referred to the **Attendance Intervention Team (AIT)** for monitoring and support.

3. After 8 Unexcused Absences

- A **Certified Letter** will be sent to the parent/guardian explaining attendance expectations and possible legal implications under state law.

4. After 10 Unexcused Absences

- A **Truancy Packet** will be completed and submitted to the **Truancy Compliance Officer** for review.



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- A **Grade Lock of 45%** in one or more courses **may occur**, pending administrative review.
 - Participation in **extracurricular activities (e.g., sports, clubs, school events)** may be **suspended until attendance improves**.
5. **After 15 Unexcused Absences**
- A **Final Letter** will be sent to the parent/guardian.
 - **Outside referrals** (including to community agencies or legal authorities) may be initiated as appropriate.

Acknowledgment

By signing below, I acknowledge that I have read and understand the legal requirements for school attendance and consequences for poor attendance as outlined above. I understand that it is my legal responsibility to ensure my child's regular and timely attendance at school.

Student's Name: _____ Student's Grade: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature (if appropriate): _____ Date: _____

School Official Signature: _____ Date: _____