



Dear Parent/Guardian of a Santa Rosa School District Elementary Student:

With the understanding that excellent attendance is of vital importance to the success of any student in school, elementary schools offer a “Perfect Attendance” award to students, at the end of the school year, who have missed 0 days of school during that school year. It is understood that on occasion a student may have an unavoidable appointment which would cause him or her to check in late or check out early. The following is the criteria which must be met in order for a student to receive an award for “Perfect Attendance:”

- The student must be in attendance in class each school day at least 75% of the 6 hour school day which equates to 4.5 hours total of the school day in order for his/her attendance that day to count toward the perfect attendance award.
- A student may have excused (see 4.5061 below) late to school check-ins or early check-outs and still be eligible for the Perfect Attendance Award (as long as he/she is in attendance at least 75% of those days). Three (3) unexcused late check-ins and/or early check-outs equate to the student receiving one (1) unexcused absence according to the Code of Student Conduct.

- **4.506 Late to School Check-In or Early Check-Outs**

Students arriving after a school’s designated start time are considered late to school and will receive a “Late to School Check-In” coding. Students checking out of school prior to the end of the school’s designated dismissal time will receive an “Early Check-Out” coding. “Late to School Check-ins” and “Early Check-outs” will be identified as unexcused or excused. Three (3) unexcused “Late to School Check-ins” and/or “Early Check-outs” will equate to the student receiving one (1) unexcused absence. Section 1003.02, F.S., “authorizes district school boards to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day, and early departures from school to be recorded as unexcused absences.”

- **4.5061 Unexcused/Excused “Late to School Check-ins/Early Check-outs”**

UNEXCUSED: Missing the bus, oversleeping, skipping school, excessive illness without a doctor’s verification, repeated late check-ins/early check-outs

EXCUSED: Personal illness, doctor/dentist appointment, special event pre-approved by school administration, other unavoidable events (with principal’s approval)

We appreciate the hard work and effort on the part of parents to make sure their elementary child has perfect attendance. Scheduling appointments before and after school and during summer or long holidays is the best way to avoid accumulating an absence due to early check-outs or late check-ins. Any length of time missed from classroom equates to the student missing valuable instruction.

Thank you,

April Martin

Director of Elementary Education