



Sharon Patrick
Director of Continuous Improvement
5086 Canal Street Milton, Florida 32570
Phone: 850/983-5066
Facsimile: 850/983-5067
E-mail: patricks@santarosa.k12.fl.us

August 14, 2017

Dear Parent/Guardian,

This school year, the Santa Rosa County School District is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Students can start building this habit as early as preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

In light of efforts to improve attendance, the district has made changes to the “Late-to-School” and “Early Check-out” policy. Listed below you will find the policy changes as they relate to your child’s attendance. Details of the policy changes can be found in both the Student Code of Conduct and the Student Progression Plan.

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.”

Tardiness-Definition

A student is considered tardy if the student is present on campus but is absent in class when the tardy bell rings. There are no criteria for excused or unexcused tardies. Arriving to school late is defined as “Late-to-School.” Repeated and/or excessive incidents of tardiness may potentially result in disciplinary action for the student.

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

Unexcused

Missing the bus
Oversleeping
Skipping
Excessive illness without doctor’s verification
Repeated Late Check-ins/Early Check-outs
Other avoidable events

Excused

Personal illness
Doctor/Dentist appointment
Special event approved by administration
Other unavoidable events

Should you have any questions or concerns, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Sharon L. Patrick".

Sharon L. Patrick
Director of Continuous Improvement