

# Trigg County Public Schools

## Attendance Policy Highlights

[www.trigg.kyschools.us](http://www.trigg.kyschools.us)

- Students may have up to **ten (10) absence events, excused by parent note or doctor note** for the school year. **(That is any combination of tardies or absences that add up to ten (10). Examples: 6 absences and 4 tardies, or 7 absences and 3 tardies, or 10 absences, or 10 tardies.)**
- Students must be signed out by the parent or emergency contact on file.
- A “call-in excuse” cannot be accepted in place of a note. An actual note must be sent to the school of the student.
- In order for an absence to be excused after a student has exhausted his/her notes, a Medical Excuse Form, or other documentation as outlined in Trigg County Board of Education Policy 09.123, must be presented. Medical Excuse Forms may be printed from the Trigg County Schools website or obtained from the Guidance Offices.
- The written absentee note (Parent Note, Doctor’s Note, Medical Excuse Form, or other valid excuse) must be received by designated school personnel **within the first three (3) school days** of the students return to school **or the absence will remain unexcused.**
- Rather than having a note faxed from a medical office, it is **highly** recommended that notes be hand-delivered to your child’s school to ensure delivery of the note in a timely manner. The three-day limit *will not be waived* because your doctor’s office failed to ensure a faxed excuse was received on time. If a note must be faxed, *contact your child’s school* or check on your parent portal to verify it has been received before the three (3) day time limit has expired. Notes received after the three-day time limit has lapsed, even from a medical office, **will be considered unexcused** for not meeting the timely reporting requirement required by board policy.
- Parents and Students can access their Infinite Campus Portal online and via mobile app to view grades, attendance, and other information in real-time. New portal accounts or password resets may be requested in the *guidance office* of your child’s school.

Students, parents, and guardians should be aware that the law regarding truancy has not changed. Any student who accumulates six (6) unexcused absences (of any percentage) or tardies, or any combination of six (6) unexcused absences and tardies, is considered legally truant and may be subject to court proceedings. Please refer to Trigg County Board of Education Policy 09.123 which further explains truancy as well as excused and unexcused absences.

**Primary School**  
**270-522-2700**

**Intermediate School**  
**270-522-2220**

**Middle School**  
**270-522-2210**

**High School**  
**270-522-2200**