

Shelby County Schools



Attendance Procedure Changes for 2020-2021 School Year

STUDENT EXCUSES

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‘Touchless’ Excuses

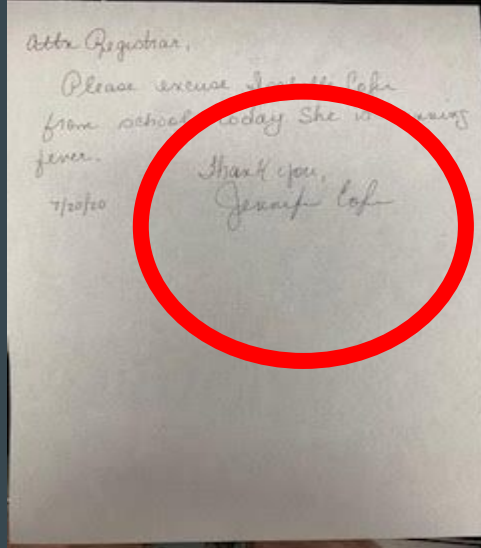
Shelby County Schools is dedicated to keeping our students, staff, teachers, administrators safe from Covid-19. Towards that end, we will be accepting excuses via email.

If the absence is COVID related, please write COVID on the excuse and include any symptoms that are applicable.

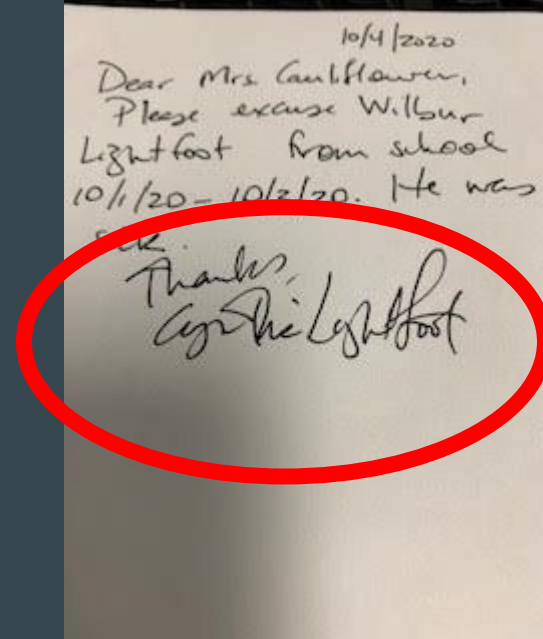
‘Touchless’ Excuses

All excuses should be **handwritten by the parent, and signed by the parent.** Then, take a picture or scan the excuse, and email it.

EXAMPLES OF ACCEPTABLE EXCUSES



**GREAT
signature!**



Don't forget the DATE!!

Examples of UNACCEPTABLE Email

Excuses

Dear Principal,

Please excuse my son, Barnard Hodgenson, on Tuesday, September 7, 2020. He was sick with a tummy ache the night before, and I thought it would be best to keep him home. He seems fine now.

Sincerely,

Margaret Hodgenson

NO SIGNATURE

Please excuse Anna Wintour for being out Thursday, Friday, and Monday (3/4-3/8). She was exposed to Covid, and didn't want to spread the virus. We got a rapid test, and it was negative.

Thanks,

Mrs. Wintour

No Signature

Ms. Roberts,

Please excuse Matilda Jones from school. She was ill.

Thank you!

NO Signature, No DATE

Excuses that are Covid Related

All absences that are Covid related should be documented on the excuse. Write “COVID” on the excuse and include any symptoms that are applicable.

Email Address for Excuses

Enter scoe, dash, school initials, @shelbyed.org

EXAMPLES:

scoe-cahs@shelbyed.org

scoe-ines@shelbyed.org

scoe-hlms@shelbyed.org

Student's FULL LEGAL NAME should go in the subject line.

SAVE THE EMAIL ADDRESS IN YOUR CONTACTS!!



CHECK INS



Student Check In

- School personnel completes the form/book.
- On the signature line, the SCS employee will print adult's name and relationship to child.
- Give slip/sticker/etc to child for teacher.

Our goal is to minimize contact with the paper, pens, etc.

CHECK OUTS

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Student Check Out

- Verify adult checking student out - photo ID to the window.
- School personnel fills out the book/form/etc.
- On the signature line, SCS employee prints name and relationship to child.
- Offer slip to adult.

Our goal is to minimize contact with paper, pens, etc.

Got Questions?

Contact your school's registrar,
or Student Services (205)682-7046