



ATTENDANCE INFORMATION

Earning Credit in Courses

- In order to receive credit for a semester course, a student cannot be absent for more than five unexcused or unverified days.
- In order to receive credit for a year-long course, a student cannot be absent for more than ten unexcused or unverified days. Students can complete attendance recovery to recover missed days.

Early Dismissals

- In order to expedite the early dismissal process, students must submit parent notes to the attendance office by 10 a.m. to be verified for early dismissal.
- If parent notes are not received by 10 a.m., the parent will have to report to the building for student dismissal.
- Once verified, students will receive an early dismissal slip from the attendance office so that they may leave at the scheduled dismissal time without class interruption.
- CHS will not allow parents to call into the attendance office or email the attendance clerks to release their student except in emergencies. **If it is an emergency, the parent will be required to speak with the grade-level administrator for approval.**



Lawful absences are considered medical, judicial, and bereavement. Documentation will need to be provided within **three** school days after the student returns for these absences to be lawful. There are no principal approved absences.



Parents may submit notes for up to 6 school days, 3 days per semester, for a total of 6 days for the school year. These absences will count as parent excused. Parent notes will **not** be accepted during designated State testing dates and the last 3 days of each semester due to final exams. Parent notes cannot be used to excuse absences from HGTC or CCU classes.



Parents must submit a note within 3 days of the student's return to school from an absence. Notes not submitted within the 3 days will not be accepted and the absence will be coded as unexcused. Notes may be submitted prior to the student's absence.



Students who miss 3 consecutive, full-day, unexcused or 5 full-day unexcused absences must have an AIP. Administration cannot complete the required paperwork for obtaining a driver's license unless the student is in compliance with the SC Truancy Law.



Medical notes are counted as excused absences; however, after 8 medical notes, students will be required to make up the missed time. At the high school level, a parent may submit up to 8 medical notes per academic block for the school year. With a valid medical excuse, absences up to 2 days before the date of the medical visit may be excused.



Absences for medical excuses for 10 or more days may require a homebound referral. Homebound requires district approval. Contact the attendance office, Vanessa Sherman, or Shamae Johnson for further homebound information.

Attendance Recovery Information

Attendance make-up school is offered each semester for students who need to make up absences for credit purposes.

- Students can recover attendance by participating in Tiger Extension Tutoring sessions.
 - Students can attend Tiger Extension Tutoring on Monday, Wednesday, and Thursday from 3:30-4:30 in the Media Center.
 - Students can earn one hour each day at Tiger Extension.
- Students can earn four hours by attending a session of Saturday school.
- Absences from the first semester must be recovered by March 21, 2026.
- Absences from the second semester must be recovered by June 1, 2026.
- Parents can monitor attendance and grades through PowerSchool.
- **VIRTUAL ATTENDANCE RECOVERY IS NOT A GUARANTEE. IT IS AT THE DISCRETION OF THE PRINCIPAL. PLEASE ATTEND SCHOOL AND ADDRESS YOUR ATTENDANCE ROUTINELY.**

Please visit the Horry County Schools website to view the entire attendance policy.

Questions?

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