

ATTENDANCE OFFICE

Office Hours: 7:45am -3:30 pm



Clerk: Lotis Marchbanks

Phone: 678-594-8190 ext.3

Fax: 678-594-8192

Email: Lotis.marchbanks@cobbk12.org

Leaving School Early:

Early checkout from school is discouraged. Students and parents should try to arrange medical and other appointments after school hours. **Faxes are NOT accepted for any dismissal.**

How to check out a student?

The enrolling adult can do **one** of the following.

1. **Emailing** lotis.marchbanks@cobbk12.org ahead of time is recommended to check out a student.
2. **Sending in a handwritten note** to the attendance office in the morning. Enrolling adult should expect a phone call from the school for note's verification. Students will not be release if notes are unverified.

Email/Note should include:

- Student's **first and last name**
- **Date and time** of when a student need to be checked out.
- **Reason** of why a student is checking out early.

3. Calling 678-594-8190 extension 3.

***If the enrolling adult cannot send an email/note or call one hour before the time of dismissal or they cannot be contacted for verification, the parent/guardian must come to the school and check the student out in person. Picture Identification MUST BE PRESENTED.**

All enrolling adults must have an active [ParentVUE](#) account in order to update their information if needed.

Checking out a student in person is the most time consuming for parents and enrolling adults, and it could result in a 15 to 20-minute wait while Attendance sends a student runner for your child. It also disrupts class instructional time. **The latest we can send for students for dismissal is 3:15.**

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***NOBODY should leave campus without checking out through the attendance office.** *If the student leaves after being informed that her/his early dismissal cannot be verified, the departure will be treated as skipping class, and disciplinary action will be taken.

Tardy to School/Class: If a student arrives after 8:20 a.m. and is unexcused, report to the Attendance Office or closest LAS station to check in. If a student arrives after 8:20 a.m. and is excused, report to the Attendance Office to submit a note. Failure to check-in or continued tardiness will result in disciplinary action.

Excuse Notes

Enrolling adult of all students who are absent should submit appropriate excuse notes to the attendance office by emailing lotis.marchbanks@cobbk12.org. A handwritten note will be honored with enrolling adult's signature and phone number for verification. Enrolling adult can also click the link on the absence notification to submit an excuse note.

Notes from the third party must be scanned/photographed, faxed or emailed when available for correct coding:

- Doctor
- Dentist
- Hospital
- Orthodontist
- Court Documents

HOW TO SUBMIT ABSENCE EXCUSE NOTES USING CTLS

1. Log into your <https://ctlsparent.cobbk12.org/signin/cobb>
2. Click to send a new message. Search for **Lotis Marchbanks** as the recipient and send the message. You can include attachments if they are necessary.

For more information on excused and unexcused absences please access:

[JB-R Student Attendance](#)

CERTIFICATE OF SCHOOL ENROLLMENT

A Certificate of School Enrollment is required to obtain a driver's permit/license. To request a certificate, you must pay \$2.00 through www.MyPaymentsPlus.com. Certificates will be available two days after your payment is processed. The Certificate of School Enrollment is valid for 30 days after the date it is notarized.

If you are having trouble with your MyPaymentsPlus account, please contact customer support at <https://www.MyPaymentsPlus.com/support> or call 877-237-0946.