

## Student Attendance Procedures Update – CTLS NOTIFICATIONS

Cobb County School District has started sending out Absence Notifications via CTLS Parent. You will receive an Text Notification or an Email Notification (please see the example below) or phone call to notify you if your student misses a class or the entire day at 4:15pm daily.

The notification mentions “Please call the school” or “Sign in and Click on the Link in CTLS” for absences.

Here at Allatoona, we request the following:

**ABSENCES** - DO NOT CALL THE SCHOOL to report a student absent. All attendance verifications must be in writing with any 3<sup>rd</sup> party doctor notes attached and emailed to [Theresa.bennett@cobbk12.org](mailto:Theresa.bennett@cobbk12.org). Please allow 24 hours for corrections to be made.

**CTLS MESSAGES** – This feature will be pulled daily and are only for missed class time due to illness.

**EARLY CHECKOUTS** – must be in writing or email at least 2 hours before the designated time, not on the phone or through CTLS Parent.

**BUS PASSES** – Due to the pandemic and seating charts, students are not allowed to change buses this year.

[School Name] – [Student Name] was absent from school today, [Date]. Call [school phone number] to discuss this notice or click <http://psqr.io/a123> to send a note to explain the absence.