

## **IMPORTANT INFORMATION - READ CAREFULLY**

### **ATTENDANCE**

- Excuse notes including doctor notes should be sent to school the first day your child returns to school after an absence.
- Absences will be recorded as unexcused, without an excuse note.
- **Absence notes:** Any notes for absences that are received more than two weeks after an absence will not be recognized. Schools cannot make changes to attendance records after this two week period.
- **Tardies:** Your child will be counted tardy if he/she is not present in class when attendance is taken. If your child is tardy he/she must sign in at the school office.
- **Reminder:** After 10 parent notes, only a doctor's note will be accepted for excused illness absences.

### **RESIDENCY**

- The Fort Thomas Independent Schools (FTIS) maintain a policy of providing educational services for students who are bona fide residents of the district.
  - A bona fide resident is one who physically lives and sleeps within the school district boundaries.
  - The student must live with a custodial parent or legal guardian within the FTIS boundaries.
  - All other students are considered as non-residents for school purposes.
  - The following do not qualify for residency purposes:
    - Owning or renting a home in the Fort Thomas School District boundaries, but residing elsewhere.
    - Building a home or having a contract on a home in the Fort Thomas School District while residing elsewhere.
  - If your residence changes, please notify the school office immediately. You will need to provide 2 new proofs of residency.

### **STUDENT DEMOGRAPHIC INFORMATION**

- Please keep contact information for your child up-to-date. Current information is crucial in the event of an emergency.
  - Address
  - Phone numbers
  - Emergency contacts

### **RELEASE OF STUDENT**

- Add all individuals who can pick up your child to Emergency Contacts.
- Your child will not be released to any other person without your written permission.

### **PARENTAL RIGHTS**

- A natural/adoptive parent or guardian has a legal right to access student records unless there is a court order in the school file denying educational rights.
- A natural/adoptive parent or guardian has access to the student unless there is a court order or restraining order on file at the school.