

**LIVE OAK MIDDLE SCHOOL**  
**MEMORANDUM of ATTENDANCE**

Live Oak Middle School adheres to the attendance requirements set by the Louisiana State Legislature and the Livingston Parish Public School Board. Students must be present 170 days in each class in order to receive credit for that subject. Any student missing more than 10 UNEXCUSED days will be subject to RETENTION.

Attendance is taken each hour and students who miss 10 or more unexcused absences in any class period for the school year are subject to failing that class for the year despite the “Letter Grade” the student receives.

Exceptions are made only in the event of personal illness as verified by a physician, and/or extenuating circumstances as approved by the Parish Supervisor of Child Welfare and Attendance. The ONLY exceptions are as follows:

- Personal Illness (with doctor’s excuse)
- Death in the family (with obituary)
- Serious illness in the family (with doctor’s excuse)
- Religious Holiday (with letter from religious official)

Note: Letters from parents asking to excuse absences will not be honored as “Excused Absences”

I have read and understand the above attendance memorandum.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_