

# Attendance Policy

Regular attendance in “Our Great Journey” classes is extremely important for continuity in faith development and faith experience.

- Transfiguration requires students to attend 80% of the scheduled classes to complete grade level requirements. For most classes, this equals 5 absences for the school year.
- When a student has been absent 3 times, parents will be contacted. If a student misses 5 classes, parents will again be contacted, alerting them that make-up work must be completed to satisfy course completion. Make-up work for missed classes can be obtained by contacting the Faith Formation office.
- To receive credit for makeup work, it must be submitted with 80% accuracy within 2 weeks of notification.
- If a student misses more than 5 classes, under “normal circumstances,” the grade level curriculum for the school year will be incomplete.
- All make-up work must be completed in the current school year.
- Please note, ChrisTeen has adopted a relational ministry model based on small group participation, thus make-up work is not available. Please make every effort to participate in person.

**Start time:** All students should be in the classroom and ready to begin at the start of their designated time track. Late arrivals disrupt the instructional time for all students. When ChrisTeen students do arrive late, they must report to the Faith Formation office upon entering the building. Elementary age students should report directly to class.

**Early Dismissal:** Occasionally, a student will need to be picked up before the end of class. There will be no early dismissals during the last 15 minutes of any time track, as classes are concluding and preparing for dismissal. For other early dismissals, parents must go to the reception desk in the Church foyer and sign out the student. Students will not be permitted to wait outside. A designated JOURNEY volunteer will escort the student from his/her class to the church foyer. Students will not be dismissed from classrooms. Other adults may sign out a student if written permission is given by the student’s parent. It is the parents’ responsibility to notify the Faith Formation office staff of any individuals who are NOT allowed to sign out or pick up their child(ren). If early dismissal requests exceed 5 occasions, please consider selecting another day/time for your child to participate in JOURNEY. We are sensitive to emergency situations; however, routinely picking up your child early from class is disruptive to the learning environment.

## Sacrament Preparation Eligibility

### First Eucharist & First Reconciliation

These Sacraments are generally received in the 2nd grade. Students must have successfully completed 1st grade Faith Formation and be actively and consistently participating in 2nd grade Faith Formation. For older students, two consecutive years of completed Faith Formation participation are required to begin Sacrament preparation. (See “Sacrament Information” in the [Faith Formation Handbook \(www.transfiguration.com/journey\)](http://www.transfiguration.com/journey) for details about Reconciliation and Eucharist preparation.) Inability to complete the requirements will delay preparation and reception of the Sacrament.

### Confirmation

In the Archdiocese of Atlanta, students are eligible to be Confirmed in 10th grade. Continuous enrollment in Faith Formation is expected; students must have successfully completed 8th and 9th grade Faith Formation and be actively participating in 10th grade Faith Formation. For older students, two consecutive years of completed Faith Formation are required prior to the Sacrament preparation. To begin the next year of preparation, all prior requirements must be completed; including curriculum and service hours. (See “Sacrament Information” in the [Faith Formation Handbook \(www.transfiguration.com/journey\)](http://www.transfiguration.com/journey) for an overview of Confirmation preparation.) Inability to complete the requirements will delay preparation and reception of the Sacrament.