

## ATTENDANCE TIPS.....

### Absences:

- Please call the Attendance Office as early as possible if your child is not going to be attending school for the day. Students that are late to school must always sign in at the Attendance office.

### Written notes/excuses for absences:

- **All notes must be provided within 3 days after the student's return. The note must include student's name, grade, dates, reason for absence, parental signature, and a telephone number. Attach a doctor note when applicable. Notes received after the 3<sup>rd</sup> day will be considered late however, we still require a note from a parent. Students arriving late to school without a note will be marked tardy or unexcused. Three unexcused absences will result in a warning letter. Frequent absences will be referred to the Campus Truant Officer.**

### Early Dismissal:

- If a student needs an early dismissal, a parent or guardian's note must be written and brought by student to the Attendance Office **before 7:20 A.M.** The Attendance Office will call the parent to confirm the student's departure. They will be given a pass to come and sign out at the time they are scheduled to leave. **No student will be released without parent confirmation.** Students must **always** remember to sign out when leaving and sign in upon return. If they do not sign in when returning we will assume that the student did not return and will be marked absent for the remainder of the day.

### Dr. Notes:

- If a student has a doctor's appointment and has been in school a portion of the day, he/she needs to bring a doctor's note. The student will not be penalized and the absence will be marked present. Without a doctor note the absence will be considered excused however, it will still count towards their attendance.

### Deliveries to the student:

- Unfortunately, we are not able to deliver messages or make deliveries to the student's classroom. **Please ensure that your child has all the necessities he/she needs before they leave for school. Phone messages will only apply towards emergencies and will be referred to the Administration.**

### Appointments:

- If possible, try to schedule appointments for your child after 2:30 P.M. Others have found 4<sup>th</sup> period /lunch time another good time for a short appointment.

Please feel free to contact the Attendance Office for assistance.

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