



Attendance Guidelines For Parents/Students

If your child is absent for any reason, please send written documentation:

- Doctor's note
- Email (tsanders@magnoliaisd.org)
- Handwritten note on a full piece of paper (please try to avoid small pieces of paper, sticky notes, etc.)
- Funeral notes/Military Forms/Court Documents (a copy will be made and the original will be handed back to the student)

There are several ways you can turn in your absence notes:

- Your student can bring the note to the AP's office
- You can email the Attendance Clerk at: tsanders@magnoliaisd.org
- You can fax notes to: (281) 252-2125

If a student arrives late, they will sign-in in the front office and turn-in any documentation they may have. If they do not have a written excuse, they will be issued a tardy. If a student arrives late or leaves for a doctor's appointment, please make sure they turn in their doctor's note as soon as possible.

Parent notes will be accepted to excuse up to 5 days of absences per semester. If a student is absent more than five times per semester, it will count as unexcused unless a doctor's note can be provided.

Handwritten parent notes can only be accepted up to **10 days** after an absence. If a note is sent any time after that, it will be filed in the student's folder but will **NOT** be excused.

If you have any questions or concerns at any time, please contact me by phone or email:

- 281-356-1327 ext. 5015
- tsanders@magnoliaisd.org

Thank You!

Tiffany Sanders
Attendance Clerk