

Attendance Procedures ❖ Attendance Office 281-373-2402

❖ **Call the school whenever your student will be out for any reason.** You may call the Attendance Office anytime of the day or night and leave a message with your **student's name, grade, reason for absence and your relationship to the student.** *A note is still needed when the student returns to school.*

❖ When your student returns to school after an absence, he or she will need to bring a note **signed by a parent or guardian or a doctor's note** to the attendance office explaining why he/she was absent. You may also **fax a signed note** to the Attendance Office at 281-373-2405 or scan a copy of a **signed note** to michelle.fransen@cfisd.net. Please do not assume that notes sent to teachers or other offices are relayed to the attendance office.

*******E-mails without an attached, note signed by a parent/guardian or doctor will not be accepted*******

❖ **Notes must be received in the Attendance Office within three school days of the absence in order for it to be considered an excused absence.**

❖ If your child is PRESENT part of the day and absent part of the SAME day due to a doctor's appointment, the periods he or she is absent will NOT count against them IF you provide a doctor's note for that day. Receipts for payment of services are **NOT** valid. The note must be signed and dated by the doctor or a designated staff member for the day student is absent.

❖ A parent or guardian is **not** required to accompany a student returning to school or reporting to school late, as long as the student has **a signed parent note or doctor note** with them. They may sign-in at the front office or the attendance office. However, **a parent or designated adult MUST be present when a student leaves the building** before the end of the school day. **All students must sign out through the front office.** A government issued photo ID will be required.

❖ Teachers take attendance each class period. **If your student is not present after the first ten minutes of class, he or she will be marked absent.** If the student arrives to class (without a pass) after the bell, but within the first ten minutes, he/she will be marked tardy. This is regardless if the student has been signed in by the parent or has a parent note for being tardy.

❖ Occasionally, a student will be marked absent from a class when they are actually present or in the counselor's office, clinic, etc. Mistakes do occur and we make every attempt to "clean up" discrepancies by the end of the day. Because the Home Access Center (HAC) is "real time", you may see an absence before we have had time to validate it. Please give us 24 hours to reconcile attendance before calling the office. Your patience is appreciated.

❖ District policy states that **homework requests** may be made when a student has been absent a **minimum of three days**. These requests should be made through the Attendance office. If calls are made by 8:30am on the third day, teachers may have homework ready to pick up at the front desk at the end of the day. However, as a courtesy, teachers are given 24 hours to prepare homework.

❖ Absences must not exceed **8 absences per period for the first semester** and **10 absences per period for the second semester.** **Warning letters** will be sent as your student approaches **5 absences for any one period.** If a student exceeds the set number of absences per semester, they may meet with their grade level Assistant Principal (AP). The AP will determine the number of hours needed to maintain credit for those classes. Additional information may be found in the Cy-Fair Student Handbook.

❖ **Court Warning Letters, excessive absence letters, etc., are sent by the district and required by law.** Such letters are sent after **3 unexcused absences.** Unexcused absences are absences in which the attendance office **did not receive a note** within the **3 school days** following an absence. This letter is a reminder that a note must be sent and delivered to the attendance office for all absences. We look forward to working with you and your student. If you have any questions regarding attendance, please contact **Michelle Fransen at 281-373-2402.**