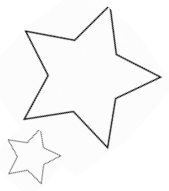




# Attendance Information



Regular school attendance is essential for a student to make the most of his or her education: to benefit from teacher-led activities, to build upon each day's learning, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials. Students and parents should make every effort to avoid unnecessary absences.

## TARDIES

Our school day begins at 8:40 for the 2019-2020 school year. If your student is more than 15 minutes late, a **parent or guardian must sign the student in at the bubble** or send your student with a parent note stating the reason for being late. **Students will have consequences beginning at 6 tardies.**

## ABSENCES

To report your student's absence you may log in to Skyward Family & Student Access page through our district website <http://www.georgetownisd.org/familyaccess>, call the attendance line (512) 943-5096, or email our attendance secretary, Deb Kleen at [kleend@georgetownisd.org](mailto:kleend@georgetownisd.org) to submit an absence request.

Attendance is taken each period. If a student is absent for 1-2 periods in the day this will result in a half day absence and if a student is absent for 3 or more periods in the day, this will result in a full day absence.

Signing out early must have a medical note or it is unexcused unless determined excused by administration or the attendance office. Photo identification is required for parents/guardians to pick up students.

A medical office note (doctor, dentist, optometrist etc) or statement, in writing, signed by a parent/guardian must be presented to the attendance office upon the student's return to school.

Please remember, the state's expectation for successful student attendance is 90% or more. At middle and high school campuses, this percentage is measured for each of a student's classes. If you have any questions about attendance requirements for your child, please check with Ms. Kleen.

A student missing more than 3 consecutive days or 10 cumulative days must return to school with a medical excuse. If a medical excuse is not received by the attendance office, the absences will be unexcused.

Family emergencies and major events, such as funerals, need to be communicated to the Attendance Office in advance if at all possible.

## LEAVING CAMPUS FOR DENTAL, DOCTOR, OR LEGAL APPOINTMENTS

When it is necessary for a student to leave campus for any reason, parents/guardians must sign their out at the bubble and sign the student in upon return. Students must bring verification to the attendance office from the dentist, doctor, etc. that the appointment was met. This verification serves as a basis for excusing the absence.

If a student becomes ill or is injured, before signing out, students must see the school nurse who will contact a parent before the student is excused to leave campus. Students may not contact a parent/guardian **before** visiting the clinic to leave school. Nurse Christine Johns 943-5091).

## TRUANCY

Truancy may result in assessment of penalties by a court of law against both the student and his or her parents/guardians. A complaint against both the parent/guardian may be filed in the appropriate court if the student is absent from school on 9 or more days or partial days within each semester period.

Respectfully,  
Benold Attendance Office:  
Deb Kleen  
(512) 943-5096 / [kleend@georgetownisd.org](mailto:kleend@georgetownisd.org)  
Skyward Family & Student Access ([www.georgetownisd.org](http://www.georgetownisd.org))

