

MAGNOLIA HIGH SCHOOL ATTENDANCE OFFICE

**** mhsattendance@magnoliaisd.org ****

Welcome to Magnolia High School Attendance. It is our hope that you will find this information useful. Please contact us at the above email address for assistance.

TO REPORT STUDENT ABSENCES

Per the MISD Student Handbook a parent must provide an explanation for any absence upon the student's arrival or return to school. Please note that an email to release a student from school early is not considered an absence excuse.

You may send any absence documentation with your student to turn in at the attendance office or you may also email us at mhsattendance@magnoliaisd.org (recommended method).

Be sure to include the following:

- > Student's full name
- > Student's ID #
- > Date(s) of absence(s)
- > Reasons for absence(s)
- > Parent/Guardian's name
- > Parent/Guardian's contact number

STUDENTS LEAVING EARLY

The latest time passes are delivered to a class is 2:00pm. If you are unable to arrive and sign your student out or send an email before 2:00 pm, your student will not be dismissed early and will need to wait until the end of the school day at 2:30pm

A photo identification is always required when requesting students leave campus.

Any person that is not on the student's authorized list must be approved in an email by the parent/guardian AND must come into the attendance office and provide identification before a pass will be sent for the student.

****We DO NOT release students to any Taxi Service (Uber, Taxi, Lyft) for ANY reason.****

****Please Do NOT text your student to meet you outside the school or wait for you inside the building. We will send a pass to their classroom. ****

**** My student is a driver****

If your student is a driver, you will need to send an email to mhsattendance@magnoliaisd.org no later than one (1) hour prior to the requested leave time. We ask that you please not wait until the time that you need your student to send the email, this may delay the time the student leaves. **The email must include the information listed below.** The student will receive a pass to leave at the appropriate time. This pass must be given to the guard shack when leaving.

**** My student is NOT a driver****

If your student is not a driver, then a parent/guardian must physically come into the office and sign them out OR the parent/guardian may send an email to mhsattendance@magnoliaisd.org . **The email must include the information listed below.**

Emails to release students must include the following information

- > Student's full name
- > Student's ID # (if known)
- > Date of release
- > Time of release
- > Parent/Guardian's name
- > Parent/Guardian's contact number
- > Copy of Parent/Guardian's Driver's License/Passport

Students returning to campus, MUST sign in at the attendance office.

****Testing Days and Student Early Release**

Passes for student early release are not sent during testing periods on testing days. Please check the MISD and MHS Calendar for scheduled testing days.

Tardies

The morning bell rings at 7:05am for students to begin making their way to 1st period class. Students are allotted 10 minutes to arrive to 1st period. A student who is not physically in their classroom at 7:15 will receive a tardy. Students have 5 minutes to move between classes the rest of the day. Parent notes are not accepted to excuse tardies. **Students arriving after 7:25am must sign in at the attendance office.**

> **College Visits / Career Visits.** Juniors and Seniors are allotted two (2) college and two (2) career visits each per year. These visits must be documented with a letter from the college visited or the company visited, including the student's name and date of visit. Travel days to and from a college or career visit are not part of this excused absence. A parent note excuse can be accepted for any additional days absent due to travel time to a college or career visit.

- > **Court Appearances** Proper court documentation must be submitted to the Attendance office. This documentation must come from the court stating the student was required to be in appearance.
- > **Religious Holidays** Religious holy days are excused. Mission trips, retreats, conferences or conventions are NOT considered excused absences.
- > **Extracurricular Activities** If your student is involved in any Extracurricular activities, their attendance will be updated within 24 to 48 hours **after** we receive confirmation from the Event Sponsor. Your student is to be marked absent in their classes when they are not physically in class.