



ATTENDANCE 101

SGES ATTENDANCE CLERK:

Sarah Hewerdine

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Tardies

Warning Bell: 7:50 a.m.

Tardy Bell: 7:55 a.m.

- **School begins at 7:55 a.m.**
Students should be in their seats at this time
- Students arriving after the tardy bell rings at 7:55 a.m. will enter through the office, sign in and receive a tardy slip.

Official Attendance Time

Attendance is 'official' at 9:55 a.m.

If your student is not in the building at 9:55 a.m., they are officially marked absent.

Students arriving after 9:55 a.m. without a doctor's note will be marked absent for the day.

Reporting an Absence or Late Arrival

If your child will be absent from school or late to arrive to school, please do one of the following by 8:30 a.m.:

- **Email your teacher and Sarah Hewerdine**
Mornings are busy! Copying Sarah on the email will save the teacher from having to forward emails during the busy morning arrival and eliminates the need for the office to call you to find out why your child is not at school.
- **OR Complete the Absence Reporting Form.**
<https://forms.gle/DQrB2JUYWzYmqyRC6>

Campus automated phone calls to parents and guardians will be made notifying you when your student has been marked absent.

This includes:

- Single day absences
- Consecutive day absences when a student is out due to illness. We do not assume a student is still sick just because they were out sick the day before or left early due to illness.
- If a student is traveling for consecutive days, a parent is asked to contact the office with the date range that the student will be absent.

When Do I Need A Note?

Documentation after an Absence.

When a student is absent from school, parents must provide written notification of the reason of absence. The student will be allowed three (3) school days to submit a written note for the absence. Only four (4) per semester may be excused by a parent note. A note submitted after three (3) school days will be considered unexcused.

Health Care Appointments

A doctor's note is required for your student to be counted present if your child is absent from school at the time attendance is officially taken—9:55 a.m.

If a student leaves after 9:55 a.m., the best practice is to always provide a note to the office if your student visited the doctor on a day they left early from school. Notes are kept on file in your student's records.

If a student leaves before 9:55 a.m. or arrives after 9:55 a.m. without a medical note, they are considered absent for the entire day.

Did you know...

- Public school students in the state of Texas are expected to be in attendance a minimum of 90% of all school days to receive credit.
- Students will be issued a warning notice when the student has absences without an excuse on three days, or parts of days, in a four-week period or five or more days, or parts of days, during the school year. Campuses may also request a conference with the student and parent/guardian to implement truancy prevention measures.
- A student with absences of eight or more days, or parts of days, during the school year may be required to participate in the Truancy Intervention Program (TIP). The TIP is an information-based intervention program offered to parents and students as an intervention measure before a student receives a referral to truancy court.

Attendance has an impact on a student's success!