

Daily attendance is vital to the successful education of your child. Should your child be absent, please contact the attendance office.

Phone number: 281-856-3800

Fax number: 281-856-3812

Email: CylakesAttendance@cfisd.net

All persons, including parents, should be prepared to present a picture ID to school officials when requesting the release of a student.

Arriving Late:

Doors open at 6:45 am. Classes begin at 7:15 a.m.

Students arriving late (within the first 10 minutes of class will go directly to their first period and teachers will mark them tardy.) Students arriving after 7:25 must sign-in at the Attendance Office for an After Tardy Pass, this becomes an absence. Parent or guardian note is needed, or they will incur an unexcused absence.

Tardies:

Attendance is taken during all 7 class periods. A student arriving up to 10 minutes after the period bell will be considered tardy, after 10 minutes they incur an absence.

Early Release during Testing:

On testing days, there will not be any early release. A student may be checked out early after the testing period is complete. Even if your student is finished testing, they must remain in the class until the end of the testing period.

Student Release:

LAST STUDENT PICK UP IS 2:15 PM.

PLEASE ARRIVE PRIOR TO THIS TIME SO WE MAY ASSIST YOU.

****AFTER 2:15 WE ARE NOT ABLE TO SEND FOR STUDENTS. ****

A student will not be released from school at times other than regular dismissal hours and in accordance with campus sign-out procedures. The student must bring a note to the attendance office between 6:45a.m.- 7:15 a.m. and school will contact parent/legal guardian to verify the note. Student must bring a written note from their parent/legal guardian/supervisory adult specifying the reason for the early release, the release time, and the person picking up the student and should deliver the note to the attendance office. Student will be given a pass to be released at the specified time. The specified person will be signed out with the attendance office and will be marked absent by teachers during their absence. Student must then provide a parent or doctor note upon their return to school.

Please note: A person who is an emergency contact does not have authorization to have access to the campus or student without separate written permission from a parent/guardian. The school initiates contact when parent/guardian cannot be reached. In the event the parent/guardian cannot be reached, the student will only be released to persons designated on the school's emergency card.

Excused Absences:

Students are required to provide a note from a parent or guardian for each absence within three days from the date of the absence or consecutive absences and will be processed as a "late note". Note may be faxed or email a handwritten note which must include student's name and grade, reason for absence, date of absence(s), telephone number of parent/legal guardian, and signature of parent/legal guardian. Doctor's notes may also be faxed or emailed. No typed emails will be accepted as an excused absence notice. Students who have 3 unexcused absences without notes will receive a Court Warning Letter by mail from the district Truant Officer.

ALL ABSENCES, BOTH EXCUSED AND UNEXCUSED, WILL COUNT TOWARDS EXEMPTIONS and absences allowed per semester. Exemption examples will be College days, Military visit returns and doctors' return. If you would like a full list of exemptions, please contact the attendance office.

Please contact us if you should need assistance with attendance. We are here to help you and want your student to be successful at Cypress Lakes High School.