



CYPRESS SPRINGS HIGH SCHOOL

2026 - 2027

ATTENDANCE OFFICE PROCEDURES

Scholars are not allowed to walk out of the building without completing the proper sign-out procedures. Please note, only Parents, Guardians, and Designees may pick up a scholar from school or drop off items, unless a note with all information in a timely manner has been received by the Attendance Office.

WHAT TO DO IF YOU NEED TO PICK UP YOUR SCHOLAR EARLY

Upon arrival at the campus, ring the doorbell to enter the building. Announce that you are “here to pick up” your scholar. Once in the vestibule, head to the right and go through to speak with reception to present your identification. This will allow you to sign out your scholar, then have a seat. Waiting time may be reduced if the Options below are completed prior to arrival.

OPTION 1: Send a note with your scholar	OPTION 2: Send an Email	OPTION 3: Send a Fax
Upon arrival at school in the morning, your student should take the note directly to Attendance Office. Please be certain that the note contains all needed information.	cyspringsattendance@cfisd.net Please be sure the Email includes all needed information. All emails must include ID attached or in the body text in JPG format.	(281) 345-3128 Please be sure the fax paperwork includes all needed information.

NEEDED INFORMATION:

- Scholar's Name (with S-number if possible)
- Pick-up Time and Date
- Name of person who will be picking up
- Handwritten signature of Parent/Guardian
- Parent/Guardian Phone number
- If someone other than Parent/Guardian or Designee will be picking up, the message must include picture of identification such as a driver's license or passport.

YOUR SCHOLAR WILL RECEIVE a **Dismissal Permit**.

This is their “ticket” out of class. Scholars must show their pass to their teacher at the appropriate time to be able to exit the classroom and will need to report to the Attendance Office and then through Reception to walk out the front door.

Scholars caught exiting any other door will face consequences from administrators.



We adhere strictly to the State's Away For The Day policy. Please **do not** text your scholar while they are at school.

- **If your scholar was picked up early for a doctor/dentist appt**, please remember to send their excuse note to the Attendance office either with the scholar within 3 days, or in an email directly to the Attendance Office inbox.
- **If your scholar returns to school the same day**, they will need to sign back in with Attendance before going to class.

WHAT TO DO IF YOUR SCHOLAR FORGETS SOMETHING AT HOME (homework, gear, etc.)

All items **MUST** be checked in with Reception **first**, then placed on the item table. Scholars will then be notified, or the item will be delivered to their class to reduce classroom interruptions. For money drop off, please make prior arrangements with teachers/sponsors. We ask you not leave anything valuable at the reception table as it is not monitored, and staff are not responsible for any missing items.

WHAT TO DO IF YOU WANT TO BRING FOOD

All food **MUST** be checked in with Reception **first**. All food must be brought before your scholar's lunchtime. Any food dropped *after* the scholar's designated lunch time will not be given to the student until end of day dismissal. Any food items not picked up by 2:45pm will be discarded.

We have 3 lunches at our campus:

A	10:04 – 10:34
B	11:05 – 11:35
C	12:11 – 12:41

We are a closed campus. **No** lunch deliveries from any restaurant or delivery service will be accepted for any scholar. Deliveries will be turned away even if it has already been paid for.