

- The day your child returns from school please send a handwritten note stating the date(s) and reason for your child's absence.
- Failure to send a note within two (2) of the absences will result in an unexcused absence.
- After 5 unexcused absences, the district will automatically generate a warning letter that will be mailed to the parent.
- Be advised that after 10 unexcused absences a citation will be issued to the parent and a **fine may be assessed**.
- Acceptable reasons for excused absences include: medical appointments, illnesses, religious holy days or death in the family.

The warning letters and citations are handled at the district level through the FBISD Police Department. Once a letter or citation has been generated, the school is not allowed to change the absences from "unexcused" to "excused" for any reason.