

## TIPS ON ATTENDANCE

\*Call the front office first thing in the morning if your child will be absent or late to school. 281-634-4120

\*Please send a note within 2 days of your child's return to school after *any* absence. It will be marked as an *Unverified Absence* until we receive a note explaining the absence. \*\*\*see below

\*If you take your child to the Doctor or Dentist, please request a school pass from the nurse or receptionist. The absence will be marked as *Unverified or Tardy* until we receive something from the Medical office within 2 days. *Unfortunately, we cannot accept Medical office visit notes written by the parent.*

\*Please help our students to be on time to school each day. When they are running late they miss important announcements that are made first thing after the bell rings.

\*The back doors are locked at 8:00 a. m. Students must be in their classrooms by the 8:00 a. m. bell to avoid being counted Tardy.

**\*\*\*Please Note: Family/personal vacations/visits scheduled during the regular school days are not acceptable absences - such absences will be counted as Unexcused absences.**

**For more information on attendance please look on pages 8-9 in the Student/Parent Handbook.**