

DMS Attendance Procedures
Marisol Conlon Attendance Clerk IV
Dulles Middle School
500 Dulles Avenue Sugar Land,
TX 77478
attendanceDMS@fortbendisd.com
281-634-5759

General Information:

- The Attendance Office is located in the main foyer of DMS.
- The hours of operation for the attendance office are from 8:00 AM until 3:30 PM. The final time for a student to be picked up early is **3:30 PM**. Please plan picking up your student early accordingly.
- In middle and high schools, attendance is counted by period, not as a full/half day as in elementary schools.

Attendance Notes:

- **No attendance notes should ever be given to the student's teacher. Any attendance note must be turned in to the attendance office or emailed to attendanceDMS@fortbendisd.com.**
- All attendance notes must contain the following information: the student's name (first and last names), his/her grade level, the date(s) of his/her absence, the reason for the absence, and the signature, phone number and email of the parent/guardian (except for notes written by medical professionals).
- A physical note, e-mail, or fax from the parent/guardian or medical professional is required to be turned in to the attendance office 5 business days from the time that the student returns to school. If a note is not received during this time frame, then the absences will be unexcused per FBISD policy. This applies to students that miss less than 5 consecutive school days.
- If a student is absent for more than 4 consecutive school days, then a note from a medical professional, or facility, is required upon the day the student returns to school. If this type of note is not received at this time, then the absences will be unexcused. The medical professional/facility may fax the note or the student can remember to turn it in to the attendance office. All notes, medical or otherwise (whether turned in, e-mailed, or faxed) are always kept completely confidential.
- **A medical note signed by a medical professional is required if the student is checked out or in for medical visits.**
- FBISD strictly adheres to truancy policies and enforcement; therefore, it is essential that attendance notes are submitted to the attendance office within the appropriate time frame. Please provide a specific reason for absences.
- **IF A STUDENT IS MISTAKENLY MARKED ABSENT?** If you receive a call/email that your child was marked absent during the day, but you know they were there, please contact the teacher for that period and ask them to notify me if a correction needs to be made.
- Personal or family emergency is not an excused absence and will be marked unexcused.
- Please consult the following link for further district attendance policies and information in the Student Handbook: <https://www.fortbendisd.com/cms/lib/TX01917858/Centricity/Domain/91/201718%20Student%20parent%20handbook%20Master%20updated%20100617.pdf>. Refer to pages 10-15.

Student Check-In Procedures:

- If a student arrives late to school, he/she must check-in at the attendance office in order to receive a pass to class.
- The student should have a note from a parent/guardian or medical professional concerning why he/she is late for school.
- If a note is not provided, then the student will receive a tardy or unexcused absence for the periods missed. Prior to 9:15, the student will be counted tardy; arriving anytime afterwards, the student will be unexcused for the periods missed.

Student Sign-Out Procedures:

- The student will not be called down to the attendance office prior to the parent/guardian's, or approved emergency contact's arrival.
- **The parent/guardian, or approved emergency contact (as listed in Skyward), must provide a valid identification each time the student is checked out of school (even if the identification is already in "the system").** This action is performed in order to ensure the student's safety.
- The latest time that a student may be checked out early is 3:30 PM. Please arrive earlier, however, in anticipation of a longer wait time at the end of the school day.

FBISD Attendance Procedure

Please refer to this link for the FBISD Attendance Procedure:

<https://www.fortbendisd.com/cms/lib/TX01917858/Centricity/Domain/6059/Attendance%20Procedures%2015-16.pdf>

Attendance Procedures

1. Upon any student absence, an automated phone call will go to the parent/guardian the same day.
2. Upon the student's return, he or she will have five school days to provide a note of excuse for any absence to the school's attendance clerk. (See handbook for a list of approved absences.)
3. Upon the third unexcused absence in a four week period or the fifth total unexcused absence, a Truancy Warning and Request for Conference Letter will be mailed to the parent at the home address on record with the school, and Truancy Prevention Measures will be implemented by Campus Assistant Principal.
4. Upon the fifth total unexcused absence, a Truancy Diversion Program (TDP) Letter will be sent to the parent/guardian. In addition, an automated phone call will go to the parent/guardian the week prior to the scheduled TDP. During the TDP, parents and students will sign a Student Attendance Contract.
5. Following an invitation to TDP, the parent/guardian and student will meet with the campus assistant principal and any relevant staff to develop a Truancy Action Plan.
6. If a student accrues ten unexcused absences in a six-month period, whether the student/parent has attended TDP or not, a truancy referral will be sent to the appropriate authority, unless the student is eligible for one of the four exceptions under the law.

Por favor refiérase a este enlace para los Procedimientos De Asistencia en Español:

https://www.fortbendisd.com/cms/lib/TX01917858/Centricity/Domain/91/Attendance%20Procedures%2016-17_Spn.pdf

Procedimientos de Asistencia

1. Cuando un alumno se ausente de la escuela, el padre/tutor recibirá una llamada telefónica automática ese mismo día.
2. Cuando el alumno se reincorpore, tendrá cinco días escolares para presentar una nota de justificación por la ausencia al secretario de asistencia de la escuela. (En el manual se incluye una lista de las ausencias permitidas.)
3. A la tercera ausencia no justificada en un período de cuatro semanas o a la quinta ausencia total no justificada, se enviará al padre una Carta de Advertencia de Ausentismo y de Llamado a Conferencia al domicilio registrado en la escuela, y el Vicedirector del campus implementará Medidas de Prevención del Ausentismo Injustificado.
4. A la quinta ausencia total no justificada, se enviará una Carta del Programa de Corrección del Ausentismo Injustificado ("Truancy Diversion Program" o TDP) al padre/tutor. Asimismo, el padre/tutor recibirá una llamada telefónica automática la semana anterior al TDP programado. Durante el TDP, los padres y los alumnos firmarán un Contrato de Asistencia del Estudiante.
5. Luego de la invitación al TDP, el padre/tutor y el alumno se reunirán con el vicedirector del campus y demás personal pertinente para desarrollar un Plan de Acción contra el Ausentismo Injustificado.
6. Si un estudiante acumula diez ausencias injustificadas en un período de seis meses, independientemente de si el estudiante/padre ha asistido o no al TDP, se referirá el caso de ausentismo injustificado a la autoridad pertinente, a menos que el estudiante sea elegible para una de las cuatro excepciones contempladas por la ley.

For Additional Questions Please Contact:

The Department of Student Affairs
16431 Lexington Blvd. Suite 101
Sugar Land, Texas 77479

Who is my Student Attendance Specialist?

Search for your Student Attendance Specialist by Campus.

<https://www.fortbendisd.com/site/Default.aspx?PageID=505>