**Attendance Frequently Asked Questions**

**What do I do if I get to school late (after 7:30am)?** You need to sign in at the front reception desk and receive a hall pass. If you are more than 20 minutes late to any class, you will be marked absent.

**What do I do if I drive to school and I need to leave early?** We will need prior permission from your parent/guardian. The student will be given a pass to come to the attendance office at the requested time to sign out and receive a parking lot pass. If you do not sign out, your absence will be unexcused.

**What do I do if my parent/guardian is picking me up early?** Your parent/guardian will need to sign you out at the reception desk, and you will be pulled from class at that time.

**How many college visits do I get per year?** Juniors and Seniors are allowed 2 visits per year and with the official college documentation, the absence will not count against you. Additional visits will be excused.

**How do I know what my attendance looks like?** You can check your Skyward app daily. It is under the Attendance tab. Your parent can also view your attendance using their own Skyward acct/app.

**Who do I need to contact if I was mistakenly marked absent?** You must speak with your teacher directly. Your teacher will need to submit an attendance correction to the attendance department.

**After an absence, how long does it take to excuse it?** Once we receive your excuse note from your parent/guardian, please allow up to 5 school days for your absence to be updated.

**Is attendance part of criteria for exemptions this year?** Yes, you could potentially lose your exemption eligibility if you exceed the number of absences allowed.

**Why was I marked absent when I was in testing or in a school activity?** Your teacher will mark you absent when you are not physically sitting in class. Once we receive the attendance confirmation from your testing/activity sponsor, the attendance department will update your absence. This can take up to 5 school days.

**How many school days can I miss before I lose credit?** When you reach less than 90% attendance (approx. 9 days per semester of excused or unexcused absences), an AP will contact you with credit recovery information.

**What is Truancy?** Truancy begins when you have 3 or more unexcused absences. It is very important for your parent/guardian to submit an excuse note or doctor’s note within the 5-day timeframe.

**Reminders:**

* Check your Skyward app daily to keep up with attendance.
* All excuse notes require a valid reason to be excused.
* Absences will not be excused for: Vacation/travel, traffic, oversleeping, missed bus or no stated reason. Personal and family emergencies require further explanation and are subject to approval.
* Senior Office Aides are required to sign in using the QR code in their assigned offices. If this is not completed, the student will be marked absent.
* The student must report to class first before visiting any campus office (AP, counselor, clinic, etc). A teacher hall pass is required. The student MUST sign in and sign out at each office.
* General FBISD attendance policies and procedures can be found in the FBISD Student/Parent handbook.