**Lawrence E. Elkins High School**

**Attendance Office Information and Tips**

**Email:** AttendanceEHS@fortbendisd.gov

**Excuse Notes:**

Excuse notes MUST be submitted within **5 days** upon student’s return and include the following:

Student’s First and Last Name Date(s) of absence Student ID Reason for absence

**WE ARE GOING ALL ELECTRONIC – The student(s) must take a picture of their excuse note and email it to our attendance office. \*\*No paper notes will be accepted. (A QR code and instructions will be posted throughout campus.)**

**Emailing excuse notes:** The Parent/Guardian can continue to email excuse notes. The P/G must be listed in Skyward.

\*\*Personal and/or Family Emergencies are reviewed by Administrators for possible approval. If no details are given, the absences will be coded as unexcused.

Absences of **4** consecutive days or more **MUST** have a doctor’s note to be excused.

Please allow up to 5 school days to update absences, extracurricular activities, testing days, and other office visits.

**Late Sign-In Procedures (to account for accurate attendance):**

LOCATION: Reception Desk

*Student drop-off* – Student MUST sign in at the reception desk with their student ID.

*Student drivers* – Student MUST sign in at the reception desk with their student ID.

**Early Sign-Out Procedures (to account for accurate attendance):**

*Parent pick-up* – Parent/guardian needs to provide a valid ID and must be listed in Skyward. **\*\*Latest pick-up time is 2:20.**

*For student drivers* – We must receive written permission from the parent/guardian at least 2 hours before the requested time to leave. The email must include the student’s full name, reason for leaving, time to leave, also giving permission for him/her to drive off campus. Student MUST sign out with their Attendance Clerk to receive a parking lot pass.

**Strictly enforced** – ***Failure to follow these procedures will result in an unexcused absence and/or disciplinary action.***

**Tardy/Absent:** Student is tardy if arrives within the first 20 minutes after class begins. The student is considered absent if he/she arrives to class after 20 minutes.

**\*Class Absence Dispute:** Student should contact the teacher directly to verify. The teacher will communicate the necessary correction to the attendance department.

**Makeup work**: Please contact teacher directly to collect missed assignments.

**EHS Attendance Team:**

**Laura Najera** **Sandra Escobedo** **Cathy Clayton-Witmer**

Alpha Split A-G Alpha Split H-Pao Alpha Split Pap-Z

281-634-2692 281-634-7934 281-327-7186

**Truancy (excessive unexcused absences) Verification of Enrollment (VOE):**

**Concerns & Questions:** Andrea Adams

Kendrick Randle, MBA Counselor Clerk

Student Attendance Specialist Email: andrea.adams@fortbendisd.gov

Email: kendrick.randle@fortbendisd.gov Office: 281-634-3070

Office: 281-634-1070