

Attendance Information and Tips

Please include the following information on all excuse notes:

- ❖ Legal First & Last Name of Student
- ❖ Grade Level
- ❖ Reason for absence
- ❖ Parent Phone Number
- ❖ Student ID #
- ❖ Date(s) of absence
- ❖ Parent Signature

What do I do if my child is marked absent in error?

If you feel your child was marked absent in error, please contact your child's teacher and/or the Attendance Office for additional review.

My child was marked absent on a testing day, should I call the school?

Campus staff is aware of every student that was present for testing. Due to the coding process, please allow up to 72 hours for all adjustments to attendance to be implemented. If you feel there is a discrepancy after this time, please contact the Attendance Office for further review.

5 DAYS OF RETURNING TO SCHOOL

This is the requirement, whether the absence is for a few hours due to a doctor's appointment, or for multiple days due to illness. (Per FBISD Student Handbook).

What kind of note is required?

Excuse notes may be:

- Handwritten by a parent and dropped off at the Attendance Office
- E-mailed to the Attendance Office
- Faxed directly to the Attendance Office

If an absence note is not received within 5 days of the student's return to school, the absence will be coded as Unexcused, which may result in truancy actions, if specific criteria are met. (Per FBISD Student Handbook).

Do I need to call the school if my student is late or absent?

NO. Unless your student will be absent for more than three consecutive days, you do not need to call the school. Absences can only be excused with written documentation – see above. (Per FBISD Student Handbook).

What do I do if my student is late to school?

Any student entering the building after school has begun, or re-entering the building after leaving for an appointment, should sign in at the Attendance Office. Students who enter the classroom within the first 19 minutes are considered TARDY. Students who are 20 minutes or more late to class will be marked absent to class, and will require written documentation.

What do I do if my student needs to leave from school early?

Students leaving campus without signing out at the time they leave will be considered Unexcused during the class periods they miss, even if they bring a valid note.

- Parents/Guardians may sign out students at the Attendance Office. You must show your ID and be on the authorized pick up list. Students are not called out of class prior to a Parent/Guardian arriving on campus. Please allow enough time, prior to your appointment (at least 15 minutes) for the pick-up process.
- For students who drive themselves to school, a parent may send a note with the student stating the reason he/she is to leave school, and indicate they are authorized to drive themselves. The student should drop the note at the Attendance Office and the note will be verified prior to the student exiting the campus.

Does my student need to sign in again to get back into school after signing out?

YES. Students are required to sign in anytime they have exited the building. It is not necessary to turn in the excuse note at the time of re-entry, however, if he/she has a medical appointment and returns to school the same day, it is best to drop it off at the time of re-entry.

Does my student need a note for a religious holiday?

YES. A note is required for any religious holiday that is not a standard FBISD day off and should be turned in to the Attendance Office within 5 days of the return to school. Absence notes not received will result in an Unexcused absence.

- ❖ Absences must have written notes/faxes/e-mails on file to be excused, phone calls will not suffice.
- ❖ ALL ABSENCE NOTES (whether from a parent, a doctor's office, court, etc.) must be turned in to the Attendance office within FIVE days of returning to school, in order for the absence to be considered excused. **
- ❖ Absences of four consecutive days or more MUST have a doctor's note in order to be considered excused. Shorter absences, due to illness, can be excused via a note, e-mail or fax from the parent, guardian and/or doctor.
- ❖ College visits are restricted to only Juniors and Seniors and absences can be excused with appropriate documentation from the college campus. (Must be on college letterhead and contain the student's name and date of visit.)