

# SARTARTIA MIDDLE SCHOOL ATTENDANCE

## DID YOU KNOW?

- Students are required by TEA to be in school (classes) for 90% of the time to receive credit.
- Attendance is taken in every class, every period, every day.
- For attendance questions and concerns you can contact the Attendance Office by phone or email (email will get you the fastest response)
- When your student is absent you can send a email to [attendancesms@fortbendisd.com](mailto:attendancesms@fortbendisd.com), or drop a note at the attendance office. Remember to include the following information:
  1. Student first and last name
  2. Student Grade
  3. Student ID
  4. Date of absences
  5. Reason for absences (sick with fever, headache, etc.)
  6. Parent first and last name with contact number and email.
- If a student has a doctors appointment please try to schedule all appointments before or after school
- If your student must attend a appointment during instructional time (class), please email the attendance office or bring a note to the attendance office. Please include the following information
  1. Student first and last name
  2. Student Grade
  3. Student ID
  4. Date and time of pick up
  5. Reason for being picked up early (dental appt., medical appt., etc.)
  6. Parent First and last name with contact number and email.
- Sick Students going home need to be evaluated and checked out through the clinic. (when on campus)
- Last time for student early pickup is 3:40 pm (when on campus)

**For additional attendance information please visit the Sartartia Middle School website under Students and Parents tab.**

