

Lawrence E. Elkins High School

Attendance Office Information and Tips

Attendance Offices and Reception Desk are located in the lobby area at the front of the school.

Email: AttendanceEHS@FortBendisd.com

EHS Website: <https://www.FortBendisd.com>

Excuse Notes:

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

Full Name	Date(s) of absence	Student ID
Reason for absence	Grade Level	Parent contact information and signature

Turning in excuse notes: Excuse notes should be a written communication from a parent/guardian, and/or required official documentation such as a *doctor's note, court documentation, college letter (2 per year), citizenship paperwork, DPS permit, religious letter, obituary, etc.*

****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.

Students can turn in excuse notes in our black drop boxes located in the front lobby and the Blue Hallway by AP Office 341. Allow up to 5 days to update absences, extracurricular activities, and other office visits.

Other Tips:

If student needs to leave early:

Parent pick-up – Parent/guardian MUST provide valid ID and complete **PINK** sign-out sheet. ****Latest pick-up time is 2:15.**
For student drivers – Written permission from parent/guardian must be submitted in a timely manner (at least two hours before leave time). Send an email to the attendance dept including student's name, reason, time of leave and permission for him/her to drive off campus. Student MUST sign out at the Reception Desk to receive a parking lot pass.

Late Sign-In and Early Sign-Out Procedures (to account for accurate attendance):

LOCATION: Reception Desk

Student drop-off – Student MUST sign in on **WHITE** sign-in sheet including time and reason.

Student drivers – Student MUST sign in on **WHITE** sign-in sheet including time and reason.

Student drivers – Student MUST sign out on **TAN** sign-out sheet including time, reason, and if returning.

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

Tardy/Late: Student is tardy if arrives within 20 minutes after class begins, late if 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:

Monica Gonzalez

Alpha Split A-G
281-634-2692

Sandra Escobedo

Alpha Split H-Pao
281-634-7934

Cathy Clayton-Witmer

Alpha Split Pap-Z
281-327-7186

Truancy (excessive unexcused absences)

Concerns & Questions:

Kendrick Randle, MBA

Student Attendance Specialist

Email: kendrick.randle@fortbendisd.com

Office: 281-634-1070

Verification of Enrollment (VOE):

Andrea Adams

Counselor Clerk

Email: andrea.adams@fortbendisd.com

Office: 281-634-3070