

First Colony Middle School Attendance Procedures

2019-2020

Attendance Clerk: Kiondra Thompson

Attendance Office: 281-634-3281

Fax Number: 281-634-3267

Email Address: attendancefcms@fortbendisd.com

Welcome back Bobcats! My name is Kiondra Thompson and I am the attendance clerk at First Colony Middle School. Below are the expected attendance procedures at FCMS. If you have any questions, please feel free to call or email me and I will be glad to help.

- ❖ The attendance office is located at the main entrance of the building.
- ❖ School starts at 8:55 am and dismisses at 4:10 pm.
- ❖ If your child is absent, **you MUST submit a note to the Attendance Office within 5 days following the absence in order for the absence to be excused.** Excuse notes may be submitted in writing, by fax or email. If a note is not received within 5 days upon returning to school, the absence will be marked as unexcused per the FBISD attendance policy. You are able to verify the status of your child's attendance utilizing Family Access.
- ❖ **When submitting an excuse note, please include your child's legal first and last name, ID number, grade level, date(s) absent, and a reason.** The parent/guardian must sign it and include a contact number. Please do not use nicknames or middle names. If you do not list a reason for the absence, it will be counted as unexcused. Absences for travel, vacation, family emergency, and sporting events are examples of unexcused absences. Please see the district parent/student handbook on www.fortbendisd.com.
- ❖ Arriving to school on time is essential to your child's success. Students arriving to school before 9:15 am will be counted tardy unless it is for an excused reason. Students arriving after 9:15 am will receive an unexcused absence unless it is for an approved reason.

- ❖ If your child is late to school for any reason, they must sign in at the Attendance Office before going to class. They should have a parent note or medical note indicating why they are late. They will be issued a tardy slip and allowed to go to class. If a student misses 20 minutes or more of any period, they will be counted absent for that period.
- ❖ If a student has been to a medical/dental appointment, observed religious event, or court appearance, it will not be counted against their attendance as long as the proper documentation is provided. Please review the FBISD student handbook for attendance policies.
- ❖ Please make sure to update your emergency list in Skyward. The people listed as an emergency contact will be allowed to pick up your child. **Students will not be released if the person is not on the authorized list.**
- ❖ Parents/guardians must come into the building to sign the student out. You must show proof of identification with your driver's license which will be scanned in our Raptor System. Please do NOT call when you are on your way to pick up your child to ask us to pull them from class.
- ❖ **There will be no students released after 3:45 pm except for those that are sent home by the clinic.**
- ❖ If your child is counted absent anytime during the school day, you will receive an automated call that evening informing you, and it will also show on your child's Family Access calendar. If you believe there is an error in your child's attendance, please email the teacher that made the error and it will be corrected once the attendance office is notified of the error.

If you have any questions, please feel free to call or email me.
Thank you,

Kiondra Thompson
FCMS Attendance Clerk
(281) 634-3281

<http://www.fortbendisd.com/domain/2362>