

DMS Attendance Procedures

Mary C. Fontenot ("Cathy") – DMS Attendance Clerk

Phone Number: 281-634-5759

Fax Number: 281-327-5759

E-Mail: mary.fontenot@fortbendisd.com

General Information:

- The Attendance Office is located in the main foyer of DMS.
- The hours of operation for the attendance office are from 8:00 AM until 3:30 PM. The final time for a student to be picked up early is **3:30 PM**. Please plan picking up your student early accordingly.
- In middle and high schools, attendance is counted by period, not as a full/half day as in elementary schools.

Attendance Notes:

- **No attendance notes should ever be given to the student's teacher. Any attendance note must be turned in to the attendance office.**
- All attendance notes must contain the following information: the student's name (first and last names), his/her grade level, the date(s) of his/her absence, the reason for the absence, and the signature and phone number of the parent/guardian (except for notes written by medical professionals).
- A physical note, e-mail, or fax from the parent/guardian or medical professional is required to be turned in to the attendance office 5 business days from the time that the student returns to school. If a note is not received during this time frame, then the absences will be unexcused per FBISD policy. This applies to students that miss less than 5 consecutive school days.
- If a student is absent for more than 4 consecutive school days, then a note from a medical professional, or facility, is required *upon the day the student returns to school*. If this type of note is not received at this time, then the absences will be unexcused. The medical professional/facility may fax the note or the student can remember to turn it in to the attendance office. All notes, medical or otherwise (whether turned in, e-mailed, or faxed) are always kept completely confidential.
- **A medical note signed by a medical professional is required if the student is checked out or in for medical visits.**
- FBISD strictly adheres to truancy policies and enforcement; therefore, it is essential that attendance notes are submitted to the attendance office within the appropriate time frame.
- Please consult the following link for further district attendance policies and information:
<http://www.fortbendisd.com/Page/17529>. Refer to the "Attendance Counts" section of this web page.

Student Check-In Procedures:

- If a student arrives late to school, he/she must check-in at the attendance office in order to receive a pass to class.
- The student should have a note from a parent/guardian or medical professional concerning why he/she is late for school.
- If a note is not provided, then the student will receive a tardy or unexcused absence for the periods missed. Prior to 9:15, the student will be counted tardy; arriving anytime afterwards, the student will be unexcused for the periods missed.

Student Sign-Out Procedures:

- The student will not be called down to the attendance office prior to the parent/guardian's, or approved emergency contact's, arrival.
- **The parent/guardian, or approved emergency contact (as listed in Skyward), must provide a valid identification each time the student is checked out of school (even if the identification is already in "the system").** This action is performed in order to ensure the student's safety.
- A parent/guardian may notify the attendance office if the student will be picked up early. If this occurs, then a pass can be prepared prior to the appropriate person's arrival. A student still will not be called to the attendance office until the appropriate person arrives to pick him/her up from school early.
- *The latest time that a student may be checked out early is 3:30 PM. Please arrive earlier, however, in anticipation of a longer wait time at the end of the school day.*