



Seguin Elementary School Attendance Procedures

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Notes REQUIRED after an absence

Please email attendance @ AttendanceJSES@fortbendisd.gov or send a note within 5 school days of an absence regardless of reason. You can also reply to the automated email regarding your child's absence. Notes must include student's name, grade reason for absence, parent's signature, and contact number. If a note is not received, absences will be coded as unexcused.

- It is NOT necessary to call the school when your student is absent.
- **Please note that "family vacations or personal reasons are considered unexcused absences."**

Medical (Doctor's) Notes

A doctor's note is required for absences of four (4) consecutive days or more.

Students signed out of the clinic will be marked as excused for the day of. However, additional days absent require a note/email excuse.

Late Arrivals

Student drop off via car is at the front of the school only. School doors open at 7:30 a. m. Students must be in class seated at the 8:05 am bell, otherwise they will be marked tardy.

Parents must come in the building to sign students in if the tardy sign is displayed in the parking lot and there is no staff out front to bring the student(s) in.

Early Dismissal

Students may not be picked up later than 2:30 p.m.

Any parent/guardian who comes later than 2:30 p.m. should remain in the car rider line to pick up their student(s). Please do not park and come inside to pick up your child(ren) after 2:30 p.m.

Emergency exceptions may be approved by an administrator.

Our front office closes at 4:00 p.m. All students should be picked up when school dismisses at 3:25 p.m. Exception: after school events/tutorials that the students have been granted permission to attend.