

# 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 an email to [attendancesms@fortbendis.com](mailto:attendancesms@fortbendis.com), or drop a note at the attendance office.
- Remember to include the following information:
  - ✓ Student first and last name
  - ✓ Student grade
  - ✓ Student ID
  - ✓ Date of absences
  - ✓ Reason for absences (fever, headache, etc.)
  - ✓ Parent first and last name with contact number and email.
- Please try to schedule all appointments before or after school.
- If your student must attend an appointment during instructional time (class), please email the attendance office or bring a note to the attendance office. Please include the following information:
  - ✓ Student first and last name
  - ✓ Student grade
  - ✓ Student ID
  - ✓ Date and time of pick up
  - ✓ Reason for being picked up early: (Dental, Medical Appt. etc.)
  - ✓ Parent first and last name with contact number and email.
- **While on campus, sick students going home need to be evaluated and checked out through the clinic.**
- Last time for student early pickup is 3:40 pm (when on campus).  
For additional attendance information please visit:  
<https://www.fortbendis.com/attendance> or the Texas Education Agency.