



ELKINS ATTENDANCE INFORMATION / TIPS

*Please include the following information
on all excuse notes:*

- *Legal First & Last Name of Student*
- *Student ID #*
- *Grade Level*
- *Date(s) of absence*
- *Reason for absence*
- *Parent Signature*
- *Parent Phone #*

- Absences must have written notes/faxes/emails on file to be excused—phone calls will not suffice.
- **ALL EXCUSE NOTES (whether from a parent, a doctor's office, court, etc.) must be turned in to the Attendance Office within 2 days of return to school to excuse the absence.**
- Any time a student arrives late or needs to be picked up/released early, he/she must visit the Attendance Office to sign in or out.
- Absences of 6 consecutive days or more **MUST** have a doctor's note to be excused. Shorter absences due to illness can be excused by a parent via a normal excuse note.
- Pre-arranged college visits can be excused with an Anticipated Absence form available from the Attendance Office, along with appropriate documentation and approval from EHS Admin.
- The following examples are **NOT** valid excuses and will not be excused: family vacations, traffic issues, power outages, DPS visits, oversleeping, missing the bus, weather issues, family emergency w/no explanation.

Attendance Clerk: Kelly Cummins

E-Mail: Kelly.Cummins@fortbendis.com

Attendance Office Phone: 281-634-2619 Fax: 281-327-2619