



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

Questions and Answers From the Attendance Office

Who is the Attendance Clerk?

Your Attendance Clerk is **Kelly Cummins**, ph: 281-634-2619, direct fax: 281-327-2619, email: kelly.cummins@fortbendisd.com.

Where is the Attendance Office?

The office is located in the front of the school – the right side of the front office counter space.

What do I do if my student misses school for some reason?

High school attendance is taken in every class period during the school day. In order for an absence to be excused, a student must provide a valid excuse note from home or a healthcare provider, court, etc., to the Attendance Office within

2 DAYS OF RETURNING TO SCHOOL.

This is the requirement whether the absence is for a few hours due to a doctor's appointment or for multiple days due to illness. (per FBISD Student Handbook)

What kind of note is required?

Excuse notes may be:

- Handwritten by a parent and dropped off in the box at the Attendance Office
- Emailed to kelly.cummins@fortbendisd.com
- Faxed directly to the Attendance Office at **281-327-2619**

Notes brought in by students are to be placed in the box on the front counter and must include the following information:

- Student's full name / Grade / Student ID #
- Date(s) of absence / Reason for absence
- Parent Signature / Parent contact information (phone/email)
- THE NOTE MUST BE LEGIBLE!! Please use a full sheet of paper!

If an excuse note is not received within **2 DAYS** of the student's return to school, the absence will be coded as Unexcused, which may result in truancy charges if specific criteria are met. (per FBISD Student Handbook)

Do I need to call the school if my student is late or absent?

NO. Unless your student will be absent for more than 3 consecutive days, you DO NOT need to call the school. Absences can only be excused with written documentation – see above. (per FBISD Student Handbook)

What do I do if my student is late to school?

Any student entering the school after 7:30 AM, or re-entering after leaving for an appointment, should sign in at the Attendance Office (front office counter). Attendance is taken in each class period throughout the day. Students who enter a class within the first 20 minutes of that class are considered TARDY. Students who are more than 20 minutes late to a class will be marked as ABSENT to the class, not tardy. (per FBISD Student Handbook)

What do I do if my student needs to leave early from school?

Any student leaving campus before 2:30 PM should sign out through the Attendance Office (front office counter). **Students leaving campus without signing out at the time they leave will be considered Unexcused during the class periods they miss.**

- Parents may sign out students at the Attendance Office (will need to show an ID and be authorized to pick up the student). We do NOT send for students before the parent arrives since we need to verify that the person picking up the student is actually authorized to do that. Please leave plenty of time for us to find the student before you need to be off campus (at least 15 minutes!).
- For students who drive themselves to school, a parent may send a note with the student stating the time and reason he/she is to leave school, and indicate they are authorized to drive themselves. The student should drop the note at the Attendance Office and notify Ms. Cummins that they need to leave early that day. Students will be called out of class via a pass from the Attendance Office at the appropriate time. Once the student comes to the Attendance Office and signs out, they will receive a Parking Lot pass to leave the campus.

Does my student need to sign in again to get back into school after signing out?

YES. A student needs to sign back in whenever entering campus after 7:30 AM, even if they signed out earlier. It is not necessary to turn in the excuse note at the time of re-entry, however, if he/she has a medical appointment and returns to school the same day, it is safest to drop the absence note from the medical provider at the time they re-enter school.

Does my student need a note for a religious holiday?

YES. For any religious holiday that is not a standard FBISD day off, a note should be turned in to notify the school of why the student was absent. Religious excuse notes must be received within 2 days of the absence, just like all other excuse notes.

Do school-sponsored student field trips, activities, athletic events, or testing count as absences?

NO. They will be coded by the attendance clerk so that they will not count as an absence. You do NOT need to notify the clerk of the absence unless you see a problem with the student's attendance after 1 week. NOTE: When large numbers of students are testing or are off campus for activities, it may take a few days for the attendance to be adjusted appropriately. Please be patient, but follow up after checking Skyward online.

What is considered an Unexcused Absence?

Absences that are not excused by law, or that are not covered by extenuating circumstances, shall be designated as Unexcused, even if the student has parental permission to be absent. (per FBISD Student Handbook) Some commonly used reasons that are NOT excusable are: vacation, out-of-town, 'family emergency' with no further explanation, overslept, missed bus, traffic issues, power outages. Students who are absent due to vacation or home country visits shall be coded as Unexcused unless there are extenuating circumstances (i.e. death of a family member) that have EHS Administration approval. (per FBISD Student Handbook)

Do I need to send a note if my student is released by the nurse/clinic?

NO. The student is excused for that day by the nurse/clinic and a note is not required for that day. However, if a student is absent additional days, a note from a parent/guardian IS required for the additional days.

What do I do if I receive a phone call stating that my student was absent and he/she was in class?

Please have your student first talk to the TEACHER about the absence. The teacher will contact Ms. Cummins if there was a mistake or an adjustment needs to occur. Please remember -

The Attendance Clerk CANNOT change an absence without the teacher's approval!

Can I check my student's attendance online?

YES. If you have questions about your student's attendance, you may check the attendance through **FAMILY ACCESS** on the FBISD website. Your child will be given a log-in and password at the beginning of the school year, or you may request a parent log-in as well. See the FBISD website (main page, FAMILY ACCESS button on left) for instructions on obtaining log-ins. Once logged into SKYWARD, click the attendance tab on the left side of the screen.

What are the attendance codes and what do they mean?

A set of standard codes are used in Skyward to mark a student's attendance. The majority of absences are marked with the following codes:

W – Web Absent – This code indicates a teacher has marked a student absent in the class. Any absence notes related to this absence have not yet been processed. This absence is waiting to be marked with one of the remaining codes below, based on the particular situation.

L – Tardy – This code indicates that a student was tardy (late) to enter the class. Any student entering the class within the first 20 minutes of the period is considered tardy. Any student entering class after 20 minutes is considered absent, even if he/she stays the remainder of the class time.

E – Excused – This code indicates a valid excuse note has been received and the absence has been excused in that class.

U – Unexcused – This code indicates that one of the following situations happened.

- An excuse note was:
 - not received at all,
 - not received within 2 days of return to school,
 - was received, but the reason indicated was not valid to excuse the absence.
- A student was not in class and did not sign in to whatever location he/she moved to within the building (clinic, AP's office, Counselor's office, Blood Drive, Go Center, etc.)

C – Extra Curricular – This code indicates the student was absent due to attending a school sponsored activity of some kind (field trip, athletic event, academic event, etc.).

O – Other/On Campus – This code indicates a student was on campus somewhere (clinic, AP's office, Counselor's office, etc.) but not in the regular classroom. This code is also used to indicate a test situation (STAAR testing, etc.)

B – Death in Family – This code is used to indicate an excused absence due to a death in the student's immediate family, as reported via an excuse note as detailed above.

R – Religious – This code indicates an excused absence due to a verified religious holy day, as reported via an excuse note as detailed above.

What do I do if I receive a truancy notice for my student and I feel it is wrong?

After checking your student's attendance on Skyward, please contact your student's Assistant Principal if you feel the truancy notice is inaccurate.