

# ATTENDANCE PROCEDURES FOR FRIENDSWOOD HIGH SCHOOL

## FULL DAY ABSENCE-

If your student misses the whole day of school:

- The student must turn in a parent note or doctor note stating the reason for the absence. This note must be turned in within 3 days of the student's return to school.
- The student turns the note in to the attendance desk. Upon receipt of the note, the student will receive an admit slip.
- The admit slip must be signed/initialed by all of the student's teachers and then returned to the attendance office by the 8<sup>th</sup> period teacher.

## BEGINNING OF DAY ABSENCE-

If your student misses the start of school and checks in late:

- The student **MUST** check in at the attendance desk.
- Documentation for the absence/tardiness must be turned in at this time, if available.
- If no note is turned in (within 3 days of the student's return to school) the absence will remain unexcused.
- The student will receive an admit slip to be initialed/signed by teachers of the classes the student missed and returned to attendance office by the last period teacher of the classes missed the following day.

## PART OF DAY or END OF DAY ABSENCE-

If your student needs to check out of school early:

- To pick a student up early – a parent must come into the school and sign the student out from the tardy desk. The parent must show ID. **OR** the parent must send a note with the student stating the date, time that the student needs to leave and the reason for the absence.
- If the student is sent with a note: The student must turn the note in to the attendance desk prior to leaving. At this time, the student will receive a corridor pass. If the student is leaving for a doctor's appointment the student will also receive a slip for the doctor to fill out and for the student to turn in upon return to school. Once the student receives the pass, (and at the appropriate time) the student may leave school.
- If a parent picks the child up by entering the school: The student is not properly checked out until the child goes to the attendance desk after being pulled from class and signs out and receives a corridor pass (and possibly the doctor's pass if going to a doctor's appointment). Once the student has received the pass(s), the student may leave with parent.
- Part of Day (student returns to school):
  - Upon the student's return to school, the student **MUST** check back in at the attendance desk with documentation stating the reason for the absence. The absence will be unexcused unless a note is turned in within 3 days of the student's return to school.
  - The student will receive an admit slip to be initialed/signed by teachers and returned to the attendance office.
- End of Day (student does not return to school):
  - The next day (or within 3 days of student's return to school) that the student attends school he/she must turn in documentation stating reason for absence. If documentation is not turned in, the absence will be unexcused.
  - Student will receive an admit slip to be initialed/signed by teachers of the missed classes and returned to the attendance office by the last period teacher of the classes missed the following day.

## NURSE CHECK OUT-

If your child checks out of school through the nurse, and misses MORE than the remainder of that day – the student must turn in a parent/doctor note to attendance within 3 days of return to school – and follow the same procedures as if he/she missed a full day (see above).

- At the tardy desk where parent's sign out students, there is a generic student absence form. Parents may use form as the parent note. If students are checked out for a doctor's appointment, a doctor's note is still required in addition to the generic form. If the absence is due to a court appearance, documentation from the court is required in addition to the generic form. For any other absence, a parent note is sufficient.

By signing this form, we acknowledge receipt of, understand, and agree to abide by the attendance procedures set forth above as well as the attendance procedures listed in the FHS Student Handbook and FHS Student Code of Conduct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature