

LCHS Attendance Office Tips

2018-2019 Attendance Office Staff:

Julie Casady	Julie.casady@cfisd.net	281-463-5491	A — Le
TBD		281-463-5431	Li — Z
Jennifer Marks	Jennifer.marks@cfisd.net	281-463-5433	A — Z

Attendance Office Fax #:

281-345-3153

We hope this will be helpful information during the school year. Parents are strongly encouraged to register for the Home Access Center, which allows you to monitor your child's attendance, grades and schedule. Forms are available at the reception desk or on the LCHS website: <http://langhamcreek.cfisd.net>.

ATTENDANCE:

Please be aware that according to TEA Student Handbook, students must be in attendance 90% of the school year. That means they can miss up to 8 days in the fall semester and 10 days in the spring semester.

All students arriving to campus after the school day has begun, with a note or without, or accompanied by their parent, will sign in with the attendance office and be given a pass to class. **Arrival after the first ten minutes shall be treated as an absence for that class and any classes missed before that period.**

ABSENCES:

Please call the attendance office as early as possible if your student is not going to be attending school that day. You may leave a message 24/7 on our answering machines with your student's name, grade, reason for absence, and your name and telephone number. This will alert the teachers of your student's absence. However, the phone call does not excuse the absence, your student will need to bring in a note signed by the parent/guardian to the attendance office upon return to have the absence excused. Remember an absence is an absence regardless of whether it is excused or unexcused.

PLEASE NOTE THAT AS OF THE 2016-2017 SCHOOL YEAR, ALL ABSENCES, BOTH EXCUSED AND UNEXCUSED, WILL COUNT TOWARDS EXEMPTIONS WITH THE EXCEPTION OF COLLEGE DAYS, FIELD TRIPS AND MILITARY ENLISTMENT. In order to earn exemptions from finals, students can only miss 3 days per class per semester.

The TEA and District does allow certain absences to be changed to a present code once proper documentation is provided, in regards to the total number of absences. The following are the "Present Codes" and do not count as absences toward EA (Excessive Absences), but do count towards exemptions (except where indicated with an *), when a student misses school to:

CIT= apply for United States **Citizenship** and taking part in an US Naturalization of Oath Ceremony

DR = go to a medical appointment but also attends classes on the same day and brings **Doctor Return** Verification

RH = observe a **Religious Holiday** and brings in official documentation

CA = attends a required **court appearance**

***CD** = (Juniors & Seniors only) take 2 **College Days** per year to visit an institution of higher education with proper documentation and approval from Attendance Secretary

MV = spend time with parent/step parent or guardian immediately prior to or upon return from deployment **Military Visit** (see CFISD Student Handbook for details)

ME = Military Enlistment

***Does not count toward exemptions**

EXCUSE NOTES:

The attendance office must receive parent notes or doctor's notes for **All ABSENCES** giving a reason for the absence. The notes must be signed by a parent/guardian or doctor and brought to the attendance office. Please ensure that you or your student delivers this note directly to the attendance office. We are open from 7:05 each morning and until 3:15 each afternoon. Parent notes received after the 3rd day of the student's return to school will be processed as a "late note", which means the absence remains unexcused. You may have your **signed** notes faxed to our office at **281-345-3153**.

STUDENT IDENTIFICATION (ID) CARDS:

As of the 2016-2017 School year, all students will be issued a student picture Identification (ID) card/badge, which will be used to record and accept consequences for tardies. The ID badge will also be used for breakfast and lunch, library and transportation services, as well as other functions. **Please impress upon your student the importance of bringing his/her ID card/badge to school every day. Students who do not bring their badge will be charged \$1 for a one day temporary badge.**

TARDIES:

During the school day, a student is considered tardy if he/she arrives to school/class period after the bell, but within the first 10 minutes of the period. When a student arrives after the period has begun, with a note or accompanied by their parent, he/she will report directly to the attendance office and sign in. He/she will then be given a pass to class. All students arriving after 1st, 2nd periods have begun, without an excuse note, will report directly to Tardy Sweep in the Commons. He/she will use their ID card/badge to record and accept consequences for tardies and receive a pass to class. Students arriving late during 3rd, 4th, 5th, 6th, or 7th period must report directly to the Assistant Principals' office or Attendance Office, use their ID card/badge to record and accept consequences for tardies and receive a pass to class. Remember, arrival after the first ten minutes will no longer be a tardy but will be treated as an absence for that class period.

EARLY DISMISSAL:

Per CFISD Student Handbook, page 22, all district campuses are closed campuses. Once students arrive on campus, they may not leave without following the appropriate procedure established by the campus administration. **LCCHS does NOT permit students to leave campus with just a phone call from a parent. Please do not text your student and ask them to meet you outside the building. Safety of your child/our students is of utmost concern, which is why we have the following procedures in place.**

When your student needs early dismissal, a note is required with the student's name, grade, time to be released, phone number, and a parent/guardian signature. The note must be brought to the attendance office before classes begin - between 7:05 - 7:20 a.m. so that your student can receive a dismissal pass and report to the attendance office at the appropriate time. These notes can also be faxed to us **with a copy of parent/guardian license and signature** at (281) 345-3153. Attendance personnel will call the parent/guardian to confirm the student is leaving early before the student will be allowed to leave campus. When we get confirmation by phone, the student can sign out and meet their parent out front or leave in their own vehicle. Parents picking up students after 2:30 pm, without notifying the attendance office earlier in the day, will have to wait until the 2:40 pm dismissal bell. **Students must always remember to sign back in with the attendance office when returning to school during the day. If they do not sign in they will be marked absent for the rest of the day.**

DELIVERIES to your student:

Unfortunately, we are not able to deliver anything to your student's classroom. Out of respect for the learning environment of teachers and students, we will wait until 10 minutes prior to the end of class to pull the student down to the attendance office for the parent to give the item directly to the student. This process can take some time, so please try to ensure your student has all that he/she needs before he/she leaves for school, especially their ID card/badge. Messages will only be delivered if they apply towards Doctor and/or legal appointments, change of transportation or medical situations with immediate family members. **Any items brought to school must be left up front by the receptionist. Please advise your student to check in that office between classes, if they left any items at home.**

EXCESSIVE ABSENCE WARNING LETTERS SENT TO PARENTS:

According to TEA Student Handbook (page 8), students must be in attendance 90% of the school year. **Therefore, they are only allowed 8 absences per period/course for the first semester and 10 absences per period/course for the second semester.** As a way to keep you aware of any attendance issues, warning letters will be sent to you as your student accumulates 5 total absences for any one period. Excessive absence letters will be sent to you as your student accumulates more than the allowed absences per semester. Absences exceeding the designated amount per semester must be made up with approval from his/her Assistant Principal or credit for the course will be lost.

UNEXCUSED ABSENCE COURT WARNING LETTERS SENT TO PARENTS:

As stated in the TEA Student Handbook, CFISD Attendance Officers must investigate and report violations of the state compulsory attendance law. Our campus Attendance Officer, Amy Blackwell will send these letters after 3 unexcused absences in a four week period. Unexcused absences are absences for which the attendance office did not receive a note within the 3 school days following the return from an absence; or when a student skips a class; or when a student is more than 10 minutes late for a period without a note.

HAVE A GREAT YEAR!!

LANGHAM CREEK HIGH SCHOOL ATTENDANCE

Date _____

My student _____ Grade: 9 10 11 12

Is **LATE** to school due to the following reason (please circle):

OR

Was **ABSENT** from school on _____(date) due to the following reason:

Please circle one of the following:

Illness

Missed bus

Car problems

Overslept

Family emergency

Out of Town

Other _____

Religious Holiday (please provide official letter from religious organization)

Doctor Appt. Doctor's name _____

Doctor's phone _____

Attach doctor note or have doctor fax a note to **281-345-3153**.

Parent/Guardian Name (please print): _____

Parent Signature _____ Phone number _____