

# Bridgeland High School

## ATTENDANCE TIPS

### 2020-2021 Attendance Office:

Jamie Burks	A-G	832-349-7644 *Press 1	<a href="mailto:Jamie.Burks@cfisd.net">Jamie.Burks@cfisd.net</a>
Brenya Smith	H-P	832-349-7644 *Press 2	<a href="mailto:Brenya.smith@cfisd.net">Brenya.smith@cfisd.net</a>
Amber Fielding	Q-Z	832-349-7644 *Press 3	<a href="mailto:Amber.Fielding@cfisd.net">Amber.Fielding@cfisd.net</a>
Brianna Escobar	VOE	832-349-7600 ext. 016152	<a href="mailto:Brianna.Escobar@cfisd.net">Brianna.Escobar@cfisd.net</a>

FAX: 832-349-7645

### WRITTEN NOTES/EXCUSED ABSENCES:

A note from a parent/guardian or doctor must be received within **3 days** to excuse an absence. Anything received after 3 days will be processed as a “late note”. Students who have 3 unexcused absences without notes will receive a Court Warning Letter by mail from the Truancy Officer. You may fax your notes to our office at 832-349-7645 or you may email your handwritten parent note or dr. note to your Attendance Secretary. We can only accept notes written by parent/guardian or doctor notes. ***We do not accept typed emails as notice of an excused absence.***

### EARLY RELEASE/LATE ARRIVAL:

If your student needs an **early release**, we will need a note with the student’s name, grade, time to be released, along with a phone number and a parent’s signature. The note should be brought before school between 6:45 – 7:20 a.m. ***If the person picking up is not a parent/guardian, please list the person picking up as well on the note.*** We must have a note even if the person picking up is an emergency contact. Attendance office early releases are not emergency situations; emergency contacts are only used through the Nurse or the AP offices.

Our office will call a parent to confirm the student’s early release 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. Leaving the campus with just a phone call from a parent is not sufficient, **WE MUST HAVE A NOTE**. The note excuses the absence from classes once they leave the campus.

Students **arriving late** will also need to bring a note to excuse their absence and receive a pass to class.

### AFTER TARDIES:

If a student is more than 10 minutes late to a class, the student is marked ABSENT. A student must be in class at the 10-minute mark; this is when the teacher is taking attendance. This is very important, especially for 1<sup>st</sup> period. If the student arrives at 7:30 or later (school begins at 7:20), the student will be marked absent for 1<sup>st</sup> period. Tardies are only within the time of the class starting and the ten-minute mark, anything after that is an absence.

### EMERGENCY CONTACTS:

They are strictly for Emergencies only. The nurse uses them once she has spoken to the Guardian only. The Attendance office does not release to emergency contacts. ***We must have something in writing from the Guardian for a student to go home with an emergency contact.***

**Walk in Parent Pick up cut off time is 2:20pm**