

ABSENCE & TARDY POLICIES

LISD has mandated these attendance and tardy policies for its elementary schools.

Absences

Teachers take attendance promptly at 9:30 a.m. Students not in class at that time are counted absent for the day. **Entering at 9:31 a.m. is considered absent.**

Absences are recorded as “unexcused” unless a parent calls the attendance clerk **by 9:30 a.m. the morning of the absence** and provides an excusable reason for the absence. Parents also have three (3) days upon the child’s return to school to provide a written note to the teacher to excuse the absence. If an absence was called in by 9:30 a.m., DO NOT follow-up with a written note. Examples of an excused absence may include illness, family emergency, death in the family, etc.

If a child arrives after 9:30 a.m. with a note from a health care professional verifying that he was at an appointment that same day, the absence will be recorded as “Medical” and will not count against the child’s attendance record. Such notes should be submitted to the teacher.

Student Sign-In/Out

Students who arrive after 8:30 a.m. must be signed in by a parent or parent-authorized person. Students who are removed from school prior to the end of the school day must be signed out. Students will only be released to parents or parent-authorized individuals as indicated on the student’s enrollment card. Student sign-in/out logs are located in the office.

Tardies

Teachers record tardies in the online gradebook and they will appear on the report card. Students are considered tardy if they are not in the classroom when the 8:00 a.m. bell rings. Entering the classroom between 8:01 a.m. and 9:29 a.m. is considered tardy (unless a note from a health care professional is provided that verifies the student was at an appointment).

Tardies will be recorded as unexcused (TU) or excused (TE). Most tardies will be recorded as TU as **only extreme circumstances will be excused** (i.e., accident on the way to school, car problems, medical emergency, flight delays, etc.). Oversleeping, not feeling well, traffic, wake-up alarm failure and going back for homework are just a few examples of **unexcused** tardies.

To excuse a tardy, a parent must inform the attendance clerk of the reason for the tardy **at the time of the tardy** via telephone or in person. Since only extreme circumstances will be excused please DO NOT contact the office about tardies that didn’t result from “extreme circumstances.”

REPORTING ABSENCES:

The attendance clerk’s direct line is **972-350-5301**, or you may follow the prompts from CHE’s main telephone number of 469-713-5952.

Attendance and Tardies

Q & A

Q. If my child arrives at 9:31 a.m. will he be counted absent?

A. Yes. The student was not present in the classroom at 9:30 a.m.

Q. If my child arrives after 9:30 a.m. with a medical note verifying that he was at an appointment, will he be counted absent?

A. No. Since you provided a medical note, your child's absence will be considered "Medical" and will not count against attendance. Also, he will not be counted tardy.

Q. If my child arrives at 9:15 a.m. will he be counted present?

A. Yes, as long as he is present in class at 9:30 a.m. but he will be considered tardy.

Q. If my child arrives at 8:30 a.m. due to oversleeping will he be counted tardy?

A. Yes. This is considered an unexcused tardy.

Q. If my child arrives at 8:30 a.m. due to not feeling well will he be counted tardy?

A. Yes. This is considered an unexcused tardy.

Q. Do I have to notify the office of all tardies?

A. Only notify the office if extreme circumstances resulted in your child being tardy.

Q. Do I have to provide a note for all absences?

A. Only send a note if you did not notify the attendance clerk via telephone the morning of the absence.

Q. If my child is eating breakfast in the cafeteria when the 8:00 a.m. bell rings, will he be counted tardy?

A. Yes. This is considered an unexcused tardy.

Q. What will happen if my child has excessive absences and/or tardies?

A. This may result in truancy charges being filed against the parent(s) in accordance with LISD and TEA policies and requirements.

Q. How do I report an absence?

A. Call 972-350-5301 by 9:30 a.m. the morning of the absence, or provide a note within 3 days of the absence. Must include date(s) of absence, child's name and reason.