

FM9 ATTENDANCE PROCEDURES

Updated August 13th, 2024

Students	Attendance Clerks	Phone #	Email
A-LE	Abby Elliott	972-219-6138	elliotta@lisd.net
LF-K	Joni Mackey	972-219-6117	mackeyj@lisd.net

For attendance questions, please contact your student's attendance clerk **or refer to the Student Handbook for a complete list of attendance rules and guidelines.**

ABSENCES

- If your child is absent due to illness or any other unplanned reason, please contact your child's attendance clerk by phone, email or submit a note to notify the school of the absence.
- Students should turn in a signed parent/guardian note or valid documentation from a healthcare visit, court appearance, religious holiday, etc. to their attendance suite immediately upon returning to school and before resuming classes.
- Absence notes must be received within 3 school days to avoid unexcused absences and disciplinary consequences for truancy.
- ***The district will accept parent notes to excuse an illness or personal absence for no more than 10 full or partial day absences during the school year. Any additional absences will require a note from a health care provider or documentation of an absence exempt from compulsory attendance, in order to be excused.***
- **24 Hour Policy for Fever or Diarrhea-** students with a fever over 100 degrees or diarrheal illnesses must stay home until they are symptom free without the aid of medications for at least 24 hours. Please contact the school nurse or visit the Health Services website for more information. <https://www.lisd.net/Page/1775>

- **Medical notes**- original medical notes must be provided for all day and partial day healthcare visits. Notes from a medical professional must include a return date (open ended notes are not acceptable) and received within 3 school days of the absence.
- **Homework requests**- please communicate directly with teachers for missed school work requests.

LATE ARRIVALS

- Students arriving at school after 8:20am are required to sign in with their attendance clerk or in the FM9 Front Office. Failure to sign in and confirm arrival time, may result in an all day absence and disciplinary consequences.
- Students arriving at school in the first 20 minutes of a class period are considered tardy. Students arriving after 20 minutes into a class period are considered absent. **Due to TEA funding requirements, students signing in at 10:06am or after the 2nd period will be considered absent.**
- **Note:** students are expected to arrive at school on time. **FM9'S tardy policy allows for 2 warnings each semester then After-School Detention will be assigned for the 3rd-6th tardy. Wednesday or Saturday School will be assigned for the 7th-9th tardy.**

EARLY RELEASE/APPOINTMENTS

- Students needing to leave school early for an appointment or other reasons, should turn in a signed parent/guardian note to their attendance clerk before school on the day of early release or sent in an email form. An off campus pass will be given to the student at that time. **Parent/guardian emails (from the email address we have on file) may also be accepted on the morning of early release. Please include the following on notes and emails:**
 - **Legal name of student**
 - **Student ID number**
 - **Time leaving (please do not put "after X period")**
 - **Reason for leaving**
- **PLAN AHEAD TO MAKE APPOINTMENTS ON TIME!**
 - Students without a parent/guardian note or email, or needing to leave unexpectedly, must be checked out by a parent/guardian (ID required) in the FM9 front office. Please allow extra time to locate students and follow sign out procedures.

- Students must have an off-campus pass and sign out with their attendance clerk when leaving school early. Failure to follow attendance procedures, may result in disciplinary consequences.

SICK AT SCHOOL

If a student becomes ill at school, they must be seen by the school nurse. The nurse will contact a parent/guardian if the student needs to be released early due to illness. Please advise your student to go to the nurses office if they contact you during the school day and are not feeling well.

TEXAS COMPULSORY ATTENDANCE LAW (90% Rule)

Texas Compulsory Attendance Law states, in part, "a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered"

- **Students may miss no more than five school days per nine weeks to comply with this law. Credit will be denied in each class for which there are 6 or more absences in a nine-week grading period.**
- Both excused (parent note for illness, doctor note all day, etc.) and unexcused absences are calculated in the 90% rule and included in the five-day limit. There are some exceptions: medical notes for partial day absences, mandatory court appearance, etc.
- Attendance clerks must receive school absence documentation within 3 school days.

VERIFICATION OF ENROLLMENT (VOE)

Documentation required by the Texas Department of Public Safety (DPS) for students applying for a learners license and/or license to operate a motor vehicle.

- Currently enrolled FM9 students can pick up a VOE form from their attendance suite.
 - Students must meet the following requirements to receive a VOE form-
 - Minimum attendance for class credit (90% rule)
 - Receive credit for ALL courses taken in the previous semester, OR,
 - Complied with the conditions established by the school to receive a VOE
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