



# Attendance Procedures for Parents



Please refer to the *Attendance Section* of the online Student Handbook for complete rules and guidelines. The Student Handbook can be found by visiting Marcus' website, [mhs.lisd.net](http://mhs.lisd.net), under the "Other Resources" dropdown menu.

### Absences:

If your child is absent from school, a parent should call the morning of the absence (refer to the alpha chart at the bottom of this page for your clerk). A parent may also send a signed note *no later than the third school day after the absence* to get it excused. Faxed and emailed parent notes can be accepted to excuse an absence. Unexcused absences will result in a 'zero' grade for that day in each missed class.

The district will excuse up to 10 full or partial days during the school year. Each unexcused absence will reduce the number of absences that may be excused by parent notes. Any additional absences beyond the allowable parent notes will require a note from a health care provider or documentation of an absence exempt from compulsory attendance, in order to be excused.

Please note that more than 5 absences in a 9 week period, excused or unexcused, may result in loss of credit.

If the student visited a medical professional (doctor/dentist, etc.) while out, the doctor's note should be provided to the clerk upon their return or within 3 days of the absence at the latest. By presenting this medical note, it may help keep a student from loss of credit for too many absences. All-day medical absences DO NOT automatically exempt a student from loss of credit; a partial-day absence—with a medical note—will not count towards loss of credit.

PLEASE NOTE: Students arriving more than 20 minutes after class has started are considered absent and must have a medical or parent note to excuse. If a note is not received within 3 days, the absence will be unexcused.

### Homework Requests:

Most assignments can be found on the teacher's Canvas sites, which are located under the staff directory on our website. Instructions are given out the first day of class in most cases. You are welcome to email the teachers directly for the quickest response time. All email addresses are listed on the MHS website.

### Late Arrival / Early Release:

Any time a student comes in late or leaves early, they MUST sign in/out with their attendance clerk. Failure to do so could result in a disciplinary action. Students who become ill at school must see and check out through the nurse and not just contact their parent on their personal phone. Students who leave without checking out through the nurse or their attendance clerk will receive disciplinary consequences.

### Appointments / Parent Notes:

Parents should send a note with the student indicating the time they need to leave. Upon receiving the parent note, a pass will be issued to the student for leaving at the designated time. If a note was not sent with the student, please come to the main office to sign them out. Allow plenty of time before your appointment to give us time to get the student out of class. Calls will be accepted for appointments made the same day. *It is extremely difficult to get students once they have gone to an athletic class that may be at another location off campus.*

**PLANNING AHEAD IS CRUCIAL TO HELP YOU MAKE YOUR APPOINTMENT ON TIME!**

### Attendance Clerks- Alphabet assigned by the first letter of the student's last name:

	Assigned Clerk	Phone Number	Fax Number
A-CH	Heather Dooley	469-948-7032	214-626-1778
CI-GM	Wendy Granberry	469-948-7006	214-626-1775
GN-LC	Irene Jenuwine	469-948-7034	214-626-1776

	Assigned Clerk	Phone Number	Fax Number
LD-N	Julie Linker	469-948-7035	214-626-1780
O-SJ	Tonna Buster	469-948-7033	214-626-1777
SK-Z	Mary Smith-LEAD	469-948-7030	214-350-9313