



Attendance Policy Reminders

Please read the attendance policy established by Lewisville ISD on our website:

lisd.net/timbercreek under the "About Us" tab – "General Information" – "Student Handbook"



Here is important information to know about school absences:

- ❖ To report an absence, please call the Attendance Line (972-350-1301), email the Attendance Clerk (barshingerd@lisd.net), or send in a note upon your child's return. Absences are excused based on Lewisville ISD policy. State law and LISD guidelines require that excused absences pertain to illnesses, medical appointments, funerals of immediate family members, and school sponsored trips.
- ❖ Students who arrive after 9:00 a.m. without a note from a medical office regarding a visit prior to their arrival are counted absent for the day.
- ❖ Per campus policy, absence notes and doctor's notes should be turned in to the office the day the student returns **but no later than 3 days after the student returns**.
- ❖ Since the number of parent notes we accept is limited to three per semester, please use a doctor's note when available. Any time your child visits the doctor or dentist, please ask for a note to send to school. Most offices will fax a note if you forget to get one. Fax: 972-350-9148
- ❖ If your child will be absent for a family event/trip or an obligation other than those listed above, please fill out the LISD Pre-Planned Absence Request Form **in advance** for consideration. You may request up to 5 days each school year. The absences will be excused at the discretion of the principal. Please keep in mind that grades and the prior attendance record will be considered. The form can be found on lisd.net/timbercreek under the "Resources" tab – "Files for Parents" or by requesting one from your child's teacher or the office.
- ❖ A student absent for more than 4 consecutive days due to personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.
- ❖ Per LISD policy, please remember that if your child has a fever, he/she may **not** attend school and may not return to school until fever free *without medication* for 24 hours.

