

ATTENDANCE FREQUENTLY ASKED QUESTIONS

What are the instructional day hours?

Our school day begins at 8:15 and ends at 3:40 p.m.

When my child is sick, do I need to report my child's absence?

Please call or e-mail (heather.weaver@lcisd.org) in the morning and let us know that your child will be missing school. It helps!

Do I need to send a note if they are absent?

Yes, either a parent note or a medical note is required to document/excuse all absences. (Reminder: Excused absences still count against exemptions.)

What is the procedure if my child needs to be released from school early?

When a student must leave school early (before 3:15 p.m.) the parent must come inside and sign your student out. *Please have your Driver's License with you for identification purposes.* **Students will not be released or called from class after 3:15 p.m.**

Who can pick up my student from school?

Only the persons listed on the Skyward Emergency Contact List are allowed, **with a driver's license**, to pick up your student. If you want your student's siblings to be able to pick them up, you must include them on the Emergency Contacts in Skyward. If you are unsure who is on your Contact List, log in to Skyward and check, or feel free to contact the Attendance Office at 832-223-4417.

What if my student is absent and forgets the doctor's note?

You have 5 (five) school days to bring a note to the Attendance Window. Medical notes must be originals. The note may be faxed from the doctor's office to 832-223-4401, Attention: Heather Weaver. *Remember, this note is necessary to document your student's absence.*

What if my student is out for an extended illness or extenuating circumstances?

You will need to contact your student's Assistant Principal and be able to provide a medical explanation and documentation. The Assistant Principal will let the Attendance Office know what is going on and document accordingly.

If my student has surgery and needs a pass between classes, how is this handled?

Your student should go to the Nurse's Office with the doctor's note to get the pass for time between classes and an elevator pass. The nurse will give them a pass and a copy of the doctor's note should be turned into the Attendance Window for your attendance. You need to turn the doctor's note into both,

the Nurse's Office and the Attendance Window, so that your attendance and medical needs are both covered.

If the school nurse sends my student home, is it still an absence?

Yes, any time that a student is not in class or on campus due to an illness, it is an absence. A note excusing the absence is still required from the Parent.

What determines an absence?

If a student misses more than 15 minutes of any class period it is considered an absence.

If a student is absent the full day, even with a medical excuse, this is considered an absence.

If we know ahead of time our student is going to be absent for an extended time, are there any forms to fill out?

Yes, there is a Preapproved Absence Form you and your student will need to fill out. This does not mean that the student will not be counted absent, but it will alert the teachers and Attendance Office head of time. These absences may be excused, but they will still count against their exemptions for finals.

How is an absence excused?

If a student is in class at least one class period, goes to the doctor, returns with a medical excuse, they are excused medically for this day only. If the doctor excuses the student for additional days, the additional days are still considered absences. *Only the day that the patient was seen is medically excused as long as the student was in school at least one class period and signed out that day. Same goes for early appointments and arriving late.*

How many absences is a student allowed, and still able to exempt finals?

Students must not have more than 3 absences in each class period. Excused or Unexcused. Medical excuses do not count, again, as long as the student was present a part of that day.

If you have any additional questions, please feel free to give us a call. We are always glad to help when we can!