

2021-2022 BOWMAN ATTENDANCE PROCEDURES

Call In Line: A parent /guardian should call the student absence line to report a student absence. Call **469-752-4800** option 1 for English, or option 2 for Spanish, next press option **3 to leave a message**. Leave the student's first and last name, ID#, reason for the absence, date of the absence, who is reporting the absence and a daytime telephone number.

Absent Notes: A student has up to **three (3) days** after an absence to turn in a parent and/or doctor's note to receive an excused absence. The note should include the **student's first and last name, ID number, reason and dates of the absence**. A parent call does not excuse the absence; we must have a note with a parent or guardian signature. An email will be accepted as a parent note, send doctor notes as an attachment. If a student is absent **five (5) or more consecutive days**, Texas state law requires a doctor's note.

ID Required to Sign Out: All parents or authorized adult **must always** show a picture ID when signing out a student. Authorized contact information on the emergency form can be verified and updated on Parent Portal. Anyone not on the emergency contact list **will not be allowed** to sign out and take the student.

Leaving School Ill: If a student becomes sick while at school, he/she should go to the nurse's office. The nurse will contact the parent. The student must then sign out at the attendance office before leaving and a signature and ID of the person on the emergency form picking up the student will be required. If the student needs to **walk home** after seeing the nurse, a **parent note is required** when they return to school.

Late Arrival: When a student arrives **after 8:25 a.m.** he/she must sign in at the attendance office. All tardies are unexcused. For an absence to be excused, a doctor/dentist/parent note is required.

Early Release: When a student needs to leave **before 3:30 dismissal time** he/she must have a parent note to get out of class. The note needs to state what time the student needs to get out of class. The student must bring the parent note to the attendance office first thing in the morning to receive an early release pass from class. The teacher will then release the student to the front office to be signed out by an authorized adult on the emergency contact list. If your student doesn't have a note, it could take **as long as 15 minutes** to get him/her out of class so please allow plenty of time to pick up your student. A student must sign in/out through the attendance office even if he leaves school between classes or lunch or he could get counted truant if he fails to do so. **The latest student pick up is 3:15**. Anyone picking up after 3:15 will have to wait until dismissal time at 3:30.

Medical Appointments: The state **requires** us to have a doctor/dental note on file when a student is gone for part of the day for a medical or dental appointment.

Religious Holidays: Please send a parent note or letter from the place of worship one week in advance of the holiday with the **student's first and last name, ID number, religious holiday, and the date of the absence**.

Other Absences: Non-school activities must be **pre-approved** by the principal for the student to be allowed to make-up missed work. The attendance office has a **Student Absent Request Form** that must be filled out and turned in a week before the absence. These absences are considered unexcused with make-up work allowed when approved. When a student must leave town due to a death in the family or other emergency, please let us know on the attendance voice mail and send a note upon returning to school.