

# High School Attendance

- ◆ Attendance is recorded by the teacher in each class period. If a student is absent only part of a day they are only counted absent for the classes missed.
- ◆ A student can have no more than 5 excused absences in any class period during a semester. (This does not include medical, school related, or Junior/Senior college visits.) All additional absences require a medical note or will be considered unexcused.
- ◆ Medical and/or parent notes must be turned in within 2 days of the students' return to school for the absence to be excused.
- ◆ Parents may call (325-646-9549 x2011) or email (rhonda.roark@brownwoodisd.org) the morning of an absence—this will serve as a parent note and prevent the student from appearing on an unexcused absence report.
- ◆ Students are NOT allowed to leave campus for any reason without going through the receptionist 's desk. Students MUST sign in/out at the receptionist desk ANY TIME they come or go. This is both for safety and accountability.
- ◆ VOE (Verification of Enrollment) is required for a drivers permit/license. DPS guidelines state that the student must be present 90% of the time each class is offered to qualify. Students must complete the paperwork in Mrs. Salazar or Mrs. Roark's office. Parents do not need to be present.
- ◆ The "Parent Portal" is offered to parents through Mrs. Salazar. Your portal ID will allow you to monitor your child's attendance, absences, assignments, grades and more! Plus it gives you the teachers' names for easy email access (first.last@brownwoodisd.org).

*Please familiarize yourself with the detailed Attendance information provided in the Student Handbook.*

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#### ATTENDANCE HIGHLIGHTS

*Please sign and return with registration packet.*

Printed name of student: \_\_\_\_\_

ID#: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent: \_\_\_\_\_