

# CVHS Attendance



Parents, please ensure that there are no more than four unexcused absences during each semester so that course credit is not denied by state attendance policies. **Students have three days upon return from an absence to submit documentation to excuse the absence.** On the fourth day, if documentation is not submitted the absence will default to unexcused. If a student has more than five unexcused absences, they risk losing credit for every class documenting those absences. After three unexcused absences, TEA considers a student Truant, **so provide documentation for EVERY absence.**

When picking up a student you must show proper identification. You may only pick up students for Medical appointments (*please send the doctor release note for an excused absence*), Legal appointments (*please send documentation for an excused absence*) or emergency/medical reasons. If the student does not return with a letter for the absence within three days, they will receive an unexcused absence for the remaining classes that day. Students will not be called out of class after 3:30 p.m. Students are **NOT** to call parents to pick them up for any reason including illness; they must see the Nurse if they are ill and she or an administrator will notify the parent if the student needs to go home. Students who do not report to the nurse and call parents to pick them up will be unexcused for missed classes.

TEA-approved absences are Religious Holy days, required court appearances, illness and health care appointments if documentation is submitted. **All other absences will be unexcused without prior approval.** Proper documentation, such as a medical excuse, must be provided for all absences lasting five or more consecutive days.

Seniors may take three college-visit days prior to May 1<sup>st</sup> and count them as extracurricular absences. These absences will not count against any senior final exam exemptions that may be offered. Presentation of proper documentation of the visit on the official letterhead of the college or university must be submitted upon return to be coded as a college visit, no exceptions. Additional visits will be counted as regular excused absences.

## Attendance Note from Parent/Guardian

\_\_\_\_\_  
**\*Student's First and Last Name (Print Clearly)**

\_\_\_\_\_  
**\*Student ID #**

\_\_\_\_\_  
**\*Grade**

Please check:

\_\_\_ LATE ARRIVAL ABSENCE \_\_\_ EARLY DEPARTURE ABSENCE \_\_\_ FULL DAY ABSENCE

My child was / will be absent from classes on\* \_\_\_\_\_ for the following reason(s):  
Date(s)

- \_\_\_ Personal Illness
- \_\_\_ Death of a family member
- \_\_\_ Student's Health Service (*Doctor/Dentist/Counselor visit, (official documentation required)*)
- \_\_\_ Religious Holy Day(s)/Major Activity
- \_\_\_ Late arrival time: \_\_\_\_\_
- \_\_\_ Required Court Appearance (*official documentation required*)
- \_\_\_ Early departure time: \_\_\_\_\_ (*official documentation required*)
- \_\_\_ Family Emergency
- \_\_\_ Car trouble / traffic
- \_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
*Explanation*

\* \_\_\_\_\_  
Parent/Guardian Signature

\* \_\_\_\_\_  
Date

\* \_\_\_\_\_  
Telephone # (*mandatory*)

Notes must be submitted within three (3) school days after the absence. Forgery of parent notes (or of any school documents) is a very serious offence, and, if discovered, will be punished to the fullest extent permitted under the HISD Code of Student Conduct. This parental note provides a reason for the absence. The determination to excuse an absence is made by school personnel.