

# Attendance

## ABSENCE REPORTING/TARDIES

If a student is absent for any reason, a parent or guardian must report the reason for absence to the Attendance Office. This can be done via phone, email, note, doctor's note, or by completing the [online attendance reporting form](#) under the FAMILIES section or on the left hand side of the main page, under Absent Reporting on the Seven Lakes High School website. Reporting online is for full day absences only. If a prior day absence was not reported, contact the appropriate attendance clerk via email or phone. If your student also attends Miller, please report the absence to them too.

Kimberly Evans – 9<sup>th</sup> grade attendance – 281-237-2894

Megan Haynes – 10<sup>th</sup>- 12<sup>th</sup> grade attendance (A-K) – 281-237-2925

Patricia Schubert – 10<sup>th</sup>- 12<sup>th</sup> grade attendance (L-Z) – 281-237-2926

### [REPORT AN ABSENCE ONLINE](#)

Parents can use this form instead of a parent call/note/email to report student absences. All absences are considered unexcused until the parent/guardian has contacted attendance, and any required documentation is received by the attendance office.

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## STUDENT CHECK-IN AND CHECK-OUT

- Students are **REQUIRED** to check **IN and OUT** of school through the attendance office when arriving after 7:15am or leaving before 2:35pm (except those with late arrival/early dismissal). Students will receive an unexcused absence if they fail to do so with no exceptions. This applies even if the student arrives between class periods, they are still required to sign in with the attendance office before going to class.
- Students may **NOT** leave the campus or building at any time or for any reason during the school day without checking out through the Attendance Office.
- Parent/guardian checkout or written permission from a parent/guardian is required for any students to leave campus. If the note does not state a reason, the absence will be “unexcused” until proper documentation is received.
- An early dismissal pass will be given to the student before school with a parent note for preplanned early dismissals. The note must include date, students name, time student will be leaving, reason as to why they are leaving early and parent/guardian signature.
- **Students may not be checked out after 2:00pm. After 2:00pm students will need to wait for the final dismissal bell to leave.**

## WHO CAN CHECK OUT A STUDENT?

Only a person specified as parent/guardian on their student enrollment card may check a student out of school or authorize another individual to pick up the student for them.

- **Parent/guardian:** Parents/guardians listed on the enrollment card may check their student out. They must come to the Front Office with their photo ID. You must present a picture ID, not photocopy, when checking your student out.
- **Student self-checkout:** Students who drive themselves may check out with parent permission. Parent/guardian must send written permission (email or note) for student to check out and leave campus. Attendance may also call parents to confirm before allowing student to leave.
- **Family Member or Friend:** If a parent/guardian wants someone other than a parent/guardian or emergency contact to check their student out from school, they must send WRITTEN permission with a copy of their driver's license and the full name of the authorized person and reason for leaving to the appropriate attendance clerk.
- **Emergency Contact:** An emergency contact that is listed on the student's profile may pick up the student without parent permission.

NOTE: Students will NOT be released during the school day to a rideshare service.

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## COLLEGE OR MILITARY VISITS

Students in 11<sup>th</sup> and 12<sup>th</sup> grade are allowed two (2) excused school days each year for college or military visits. The student is responsible for obtaining and completing a COLLEGE/ MILITARY VISIT FORM from the attendance office or from the campus website prior to the visit. Once the visit is complete and all signatures are obtained, the student must return the form to the attendance office so the absence can be updated to excused. A letter from the university visited is accepted in place of their signature on the form, but the form with other signatures is still required. The absence remains unexcused until ALL documents are signed and returned. ALL absences will count against exemptions. College and Military visits, more than 2, will count against 90%.

[College or Military Visit Form](#)

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## VIEWING YOUR STUDENT'S ATTENDANCE RECORDS

To view absences for your student, go to Home Access Center and select Attendance Tab. Days with absences will be color coded. To see detailed information, hover over the date to see period and reason.

## **HOW TO HANDLE AN ATTENDANCE CORRECTION**

Please contact the teacher as the first point of contact regarding a student's presence/absence/tardiness in class, especially if you have received an automated call from the district. Contact the teacher same day if possible.

For healthcare appointments and teacher corrections, please allow 24-48 hours to update in the system. Parents can access their student's attendance history in the Home Access Center (HAC) to verify corrections.

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## **EXEMPTIONS**

ALL absences count towards exemptions except school sponsored activities or UIL Competition activities.

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## **COMPULSORY ATTENDANCE**

If a student has 3 unexcused absences in a 4-week period or 6 unexcused absences in 6 months, the parent will receive a Compulsory Attendance Notification. The parent should contact the attendance office to correct any errors. If the absences are not corrected and unexcused absences continue, further Truancy Prevention Measures may be taken. This is the first warning in the process. If you receive a CAN Letter Warning, you have five (5) school days to resolve it with the appropriate grade level attendance clerk.

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## **DOCTOR NOTE REQUIRED/FAILURE TO ATTEND LETTERS**

When a student's absence for personal illness exceeds 5 consecutive days, or a total of 8 days in a six-month period, the student shall present an original "doctor's excuse" for any additional absences due to illness for the remainder of the school year. For this reason, it is best to provide a doctor's note whenever possible.

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## **ATTENDANCE FOR CREDIT**

In addition to compulsory attendance, a student must attend at least 90 percent of the days the class is offered to receive credit. These absences include excused and unexcused absences. If you receive a CAN Letter Warning, you have five (5) school days to resolve it with the appropriate grade level attendance clerk. If you have any further questions, please contact the grade level AP office.