



Cypress Ridge High School Attendance Tips

COLLEGE VISITATION REQUEST FORM 18-19

Classes missed because of college days shall not count against a student's exemption. Students are allowed a total of four college days; two to use in their junior year and two to use in their senior year. Students must obtain a **College Day Request Form** prior to the visit from the attendance office and return this form as instructed in order to have the excused college day granted. The student, parent and institution must complete this form along with an official college seal. If a seal is not available, the form must be accompanied by a campus letterhead or a campus business card with a signature on the form. The final college day for the fall semester is December 7, 2018. The final day for the spring semester is May 10, 2019.

Absences

Please call the Attendance Office as early as possible if your child is not going to be attending school for the day. Last names beginning with the letters **A-L** are to call 281-807-8016 and letters **M-Z** are to call 281-807-8014. **Students that are late to school must sign in at the attendance office.**

Written Notes/Excuses for absences

All notes must be provided within 3 days' after the student's return. The note must include the student's name, grade, dates, reason for the absence, parental/guardian signature and a telephone number. These may also be faxed to 281-807-8045. Attach a Doctor Note when applicable. Notes received after the 3rd day will be considered late however; we still require a note from a parent even if it is late. Students arriving late to school without a note will be marked tardy or unexcused. **Three unexcused absences will result in a court warning letter. Frequent absences will be referred to the Campus Truant Officer.**

Early Dismissal

If a student needs an early dismissal, a parent/guardian note must be written and brought by the student to the Attendance Office **before 7:20 A.M.** The Attendance Office will call the parent to confirm the student's departure. They will be given a pass to come and sign out at the time they are scheduled to leave. The parent/guardian **must meet** the student at the Attendance Office, for the student's safety they are not allowed to meet the parent outside of the school. **No student will be released without parent confirmation.** Students must **always** sign out when leaving and sign in upon returning. If they do not sign in when returning, we will assume that the student did not return and he/she will be marked absent for the remainder of the day. **Students without a note must be picked up prior to 2:25, they will not be sent for after 2:25.**

Doctor Notes

If a student has a doctor's appointment and has been in school a portion of the day, he/she needs to bring a doctor's note. The student will not be penalized and the absence will be marked as a Doctor Return (DR) and this does not count against excessive absences; **however, it does count against exemptions.** Without a doctor note the absence will be considered unexcused, however if we have a parent note it will be excused, it will still count towards their attendance. The doctor's office may fax this to us at 281-807-8045.

Deliveries

Unfortunately, we are not able to deliver messages or make deliveries to the classrooms. **Please ensure that your student has all the necessities he/she needs before they leave for school. Please keep phone messages to a minimum. Phone messages only apply towards emergencies.**

Please feel free to contact the Attendance Office for assistance.

Karina Fernandez A-L 281-807-8016

Sheron King

M-Z 281-807-8014

Megan Brown-Owen Tardy Sweep

Office FAX

281-807-8045

