

ATTENDANCE FAQ for PARENTS



- 1. If my student has a required synchronous class or time to log into TEAMS will they be counted absent if they do not attend at that specific time even if they complete the assignment by 11:59PM that same day?**

Yes, teachers will have specific synchronous time for students to attend daily. If a student does not attend the required synchronous time, the student will be marked absent for that day or class period. Per the remote learning commitment form, parents have agreed to the following commitment: I understand my student must participate daily in all required coursework and remote lessons during normal school hours.

- 2. If my student is an on-campus learner and is absent from a class or school day, can he/she be counted present if they complete the assignment by 11:59PM?**

No, the student will be counted absent. If a student is an on-campus learner, they are required to be on-campus and present during their class period/school day. There may be campus-approved extenuating circumstances that will allow a student to complete work and be counted present (for example, quarantine, isolation).

- 3. How do I check my student out of school?**

- a. Send a note with your student so they can sign out in the Attendance Office and get a pass to leave OR
- b. Come into the reception desk and sign your student out.

- 4. Can I give permission for my student to leave if they do not feel well?**

Students are always sent to the nurse. The nurse will contact you for permission to allow your student to leave.

- 5. What does my student do if they are late to school?**

Students must always check in (or out) at the Attendance Office – it is recommended to bring an excuse note if you are late.

- 6. Do I need to call the school if my student will be absent?**

No need to call unless it is for an extended absence. Please send a note with your student upon returning to school or submit the [absence note online](#).

- 7. What should I do if my student is marked absent in a class period, but they were present?**

Your student needs to talk to the teacher that marked them absent about making the correction. Only the teacher can make this correction, the Attendance Office cannot make changes without written permission from the teacher.

8. Can my student be marked present all week for completing all the weeks assignments on Monday?

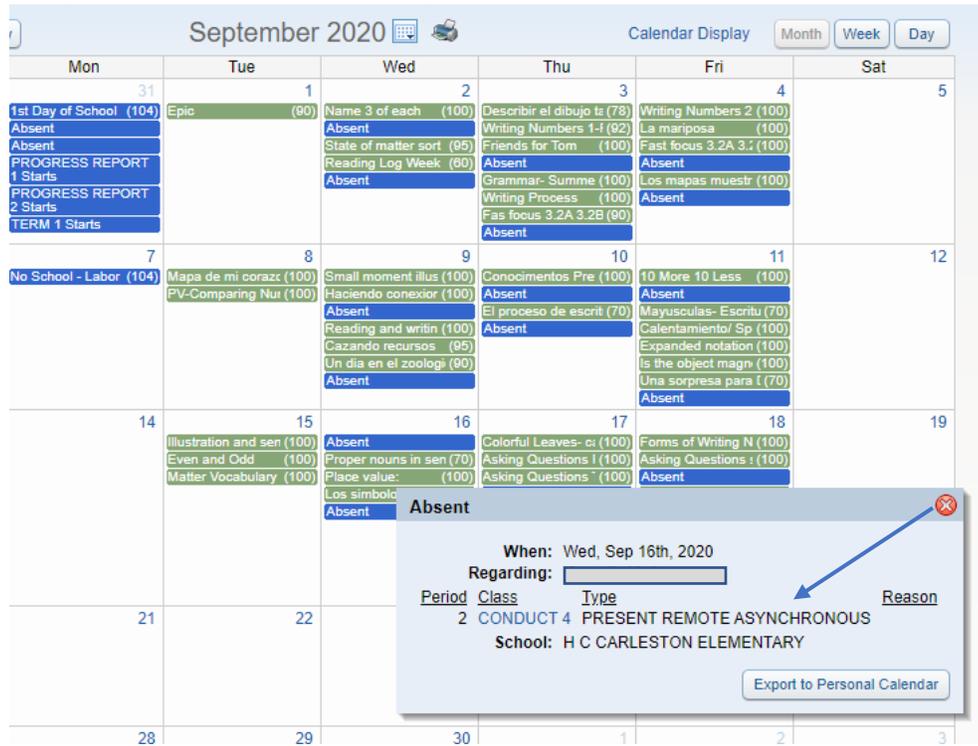
No. Per the Texas Education Agency (TEA) a student must complete the **required** daily measure to be considered present for the day as listed below:

- Daily progress in the learning Management System (TEAMS, LMS – Canvas or Seesaw), as defined by the approved learning plan; or
- Daily progress via teacher-student interactions, as defined in the approved learning plan; or
- Completions/Turn-in of assignments from student to teacher

In this case they would be marked present on Monday and absent for the remainder of the week.

9. Why does the calendar in Skyward show absences?

If you click on the absence box on any given day – you will see the comment REMOTE ASYNCHRONOUS PRESENT. This absence code is not counting as an absence but as a present code. If your student was absent you will see those reflected on the list as well. You can also click on the Absence tab on the left side to see the students detailed attendance. If you have any concerns about your student's attendance you must contact the teacher.



10. My student is visiting a college campus – is that excused?

Juniors and Seniors are allowed two college days. College day forms are available in the Attendance Office and should be filled out before college visits take place. Documentation from the college is also required. All documentation must be submitted to the Attendance Office to be approved after the visit.

11. How many final exemptions do students get?

Please refer to your campus webpage for specifics on exemptions.