



IMPORTANT ATTENDANCE INFORMATION

- At the beginning of the school year, each student should find a “study buddy” in each class who can be called to get assignments when a student is absent; this is also an excellent strategy when students are confused about homework assignments. In addition, each teacher will post weekly assignments on the website for that teacher at www.nisd.net, Parent Connection, Curriculum Management System, Outreach Tab.
- If your student is going to be absent, please call the school no later than 9:30 a.m. to notify us of that absence. We do our best to contact every family each day for students who are absent.
- When a student returns from an absence, it is the student’s responsibility to talk with the teacher to make specific arrangements (including deadlines) for make-up work. Many teachers post a daily assignment sheet in the classroom which indicates assignment dates and deadlines; they may also designate a specific spot in the classroom for handouts and other materials distributed during a student’s absence.
- When students return from an absence, they need to bring a written note from the parent (or a doctor’s note) that includes the student’s name, grade level, student ID #, reason for absence, specific date of absence, parent signature, and a parent phone number. Students will give their absentee note to their **first period** teacher. Failure to present the absentee note will result in an unexcused absence; please make sure your student is aware of the importance of giving the absentee note to the first period teacher.
- Please retain copies of all doctor/dentist notes – we will be glad to make those copies for you.
- If your student needs to leave school during the day, please send a note with the student that states the specific time that your student needs to be ready for you to pick them up. Stress with your student that he or she should bring that note to the Attendance Office **BEFORE** school starts. In this way, we will work diligently to have the student waiting for you in the Attendance Office at the designated time.
- For extended absences of four days or more, parents may contact the front office no later than 9:00 a.m. on the third consecutive day of absence. Appropriate make-up work and textbooks will then be available for parent pick-up at noon on the fourth consecutive day of absence. Because the student has missed specific classroom instruction, the teacher may choose to delay giving make-up assignments until the student returns to school and the teacher has the opportunity to work directly with the student.
- Assignments may be requested prior to a planned absence; however, it is the teacher’s option to extend this courtesy. Due to test security and the need for more detailed instruction, teachers often prefer to issue make-up work after the student’s return to class.