



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.
- 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.
- If your student is going to be absent, please call the school to notify us of that 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 phone number. 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 Attendance office. The deadline is **three days** prior to the absence(s).
- 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 in the Attendance Office at the designated time.
- For extended absences of two days or more, parents may contact the front office for make-up work and textbooks. 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.