



# STEVENS HIGH SCHOOL

## CAST TEACH

# ATTENDANCE INFO

### **Attendance Office**

Hours - 8:15 am - 4:45 pm  
Phone - 210-397-6498/6458  
Email -  
desiree.sanchez@nisd.net  
silvia.gonzalez@nisd.net

### **Check Out**

- Cut off time is 3:50pm  
(time subject to be changed for early release and testing days)
- All students, including students 18 years of age or older, must be signed out in the attendance office by guardian/emergency contact and must present ID.

### **Excuse Notes**

Excuse notes including Dr. notes should be turned in/or emailed within 3 days of absence and must include student's full name, ID number and periods missed.

### **Request Form (Scan QR)**

- Parent HAC Access
- Verification of Enrollement for Drivers ED (VOE)
- Absent Count Report
- Detailed Attendance Report

