Campus Name: Deretchin Elementary

Attendance Overview

CONROE INDEPENDENT SCHOOL DISTRICT

Why Attendance Matters:

Texas Law requires that students be present at school ninety percent of the time that classes are offered. Regular attendance at school is crucial for academic success. Consistent attendance ensures that students stay engaged with their coursework, understand the material being taught, and keep up with assignments. When students are not present they miss the ability to receive direct instruction from their teacher, hear questions that are posed by other students, work collaboratively with others, and participate in class discussion that often allow students to think more critically. Additionally, not being present at school hinders a student's ability to build positive relationships with peers and teachers.

Attendance is the #1 predictor of student success

97%

Campus Attendance Goal

Attendance Protocols

When a student is absent, the parent/guardian should perform one of the following:

1. Notify the school through the **CISD Attendance Reporting app** in the SSO.
2. Contact the attendance office by phone or email to notify them of the absence.

   Phone: (832) 592-8700 **Email:** cognisty@conroeisd.net
3. Send a note the next day.

- If notification of an absence is not made within 48 hours, the absence will be considered unexcused. *(See below to learn more about unexcused absences.)*
- The latest time for early pick-up is **2:30 pm** daily. If you are picking up a student early from school, please **enter the front office with your photo ID.**
- All parents or guardians involved in student pick-up must be on the approved contact list.

Most Common Absence Reasons

At the end of the day, an absence is an absence. It is important to contact your child's school when your child must be absent because coding an absence for different reasons allows administrators to analyze data. Chronic absenteeism may result in truancy action having to be taken. Additionally, unexcused absences may play a role in upper grade levels (7-12) for a variety of reasons including receiving course credit, exam exemption, parking eligibility, and extracurricular participation.

1. **Absent with Parent Contact (APC) –** when a student is absent from school for one or more days and the parent/guardian calls or emails to notify the school that the student will not be in attendance; the absence counts in the total number of absences
2. **Unexcused (U) –** when a student does not attend school for one or more days and the parent/guardian does not notify the school that the student will not be in attendance; the code will not be changed if contact has not been made with the school within 48 hours of the absence; the absence counts in the total number of absences
3. **Doctor (DOC) –** when a student is absent from school for an entire school day and the parent/guardian notifies the school and provides a note from the doctor regarding the absence; doctor's notes for multiple dates of chronic illnesses will not be accepted; each doctor's note must correspond with an office visit; the absence counts in the total number of absences
4. **Health Care Professional (HCP) –** when a student is absent for part of the school day to go to an appointment with a health care provider; the parent/guardian or student supplies a note from the doctor to the attendance office documenting the appointment time and date; the student is in attendance for part or parts of the school day; the absence does not count toward the number of absences as it relates to credit for a course and the State attendance law

**For more information, please see student handbook under section Attendance and Absences.*

