The Woodlands College Park High School
Attendance Information
Attendance Direct Line: 936-709-3003
Email Address: TWCPattendance@conroeisd.net

Students MUST check in and out of school through the Attendance Office when they arrive late or leave campus early.

TWCP classes begin at **7:15 a.m.** and are dismissed at **2:36 p.m.** Please remember, students who arrive at school after 7:30 need to check in through the Attendance Office.

Students who arrive between one and fifteen minutes late for class are considered Tardy for that class. If they arrive sixteen minutes (or more) minutes late, they're considered Absent. This includes late arrival students.

State law requires that students be in attendance 90% of the semester - Excused or Unexcused. Students outside this limit will be required to make up time to receive class credit. Contact the student's Assistant Principal for details.

- **TO REPORT AN ALL-DAY ABSENCE(S): Parent/Guardian** Please call, email or send a note to Attendance Office (within 48 hours) and include the following information:

  - Student's Name
  - Student ID Number
  - Date(s) of Absence(s)
  - Reason for Absence(s)
  - Parent/Guardian Name, Signature and Contact Phone Number

*We ask that you email, send a note or call Attendance at **936-709-3003** within **48 hours** to report the absence.*

- **TO RELEASE YOUR CHILD EARLY OR FOR MID-DAY APPOINTMENTS:**
  (All students must be signed out by an authorized person with photo ID)

  - Please send a note with your child and have them drop off the note at the attendance office (located at the front entrance of the school) preferably before school begins. (Attendance Office opens at 7:00 a.m.) Your student will receive a pass to be released from class at the time specified on the note and meet you in the Attendance Office.
  - **We DO NOT release students to Uber Drivers or Taxi Service.**

    The note should include:
    - Student's Name, Student ID Number
    - Date of Release, Time of Release
    - Parent /Guardian Name, Signature and Contact Phone Numbers
    - Permission from parent/guardian to Drive Off Campus (If Applicable)

    Student must be a Junior or Senior with a registered Paid Parking Spot at College Park.

  - You can also call the school to request an early release for your student. Please call **at least 1 hour in advance** in order to give the student office-aides ample time to locate your student.

    Permission from parent/guardian for student to Drive Off Campus
    Student must be a Junior or Senior with a registered Paid Parking spot at College Park.

- A pass to leave early **WILL NOT** be sent to a student if we do not receive the request **before 2:00 pm**. *Due to high call volume, sending a note is the preferred method.*

- If you are taking your child to a doctor appointment, have your student bring in a doctor's note within 48 hours stating the student was seen by the doctor so the absence will be coded **HCP** and the absence is not counted against the student's attendance. (*The student must attend school part of the day in order to be coded HCP).*

- Please provide any doctor's notes to the attendance office within 48 hours when the student has been excused from school by a doctor. The student's absence will then be coded **DOC** for these absences. (*The student was absent from school the entire day).*

- In order for an absence to be coded College Visit (**CV**), the student must meet the following criteria:

  - The student must be in either grade level 11 or 12.
  - A maximum of 2 days per year is allowed for **CV** coding.
  - A completed **School Notification of Student Absence** form must be turned in to the attendance office prior to the absence.
  - A completed and stamped **CV Verification** form must be completed and turned in to the attendance office. A verification statement on the College/University letterhead, official stamp or embossed seal must be attached to the CV Verification form.
  - **Business cards and/or signature only will NOT be accepted.**

- Religious Holidays **REL** for which the proper form is completed and submitted to attendance office: mission trips, church camps and conventions are not considered religious holidays. The Religious Verification Form is available in the Attendance Office or at the College Park website.

- Citizen Application Appointment – **CTZ** - Submit submission of verifying INS documentation: stamped, dated and initialed.

- Court – **CRT -** Submit signed documentation from Court agent.

- Driver's License – **DL-** Student's receive 2 days per school year for obtaining their permit/driver's license that will not count towards attendance. They must provide a copy of the paper permit/drivers license to the Attendance Office for documentation.

- All documentation, Parent Excuse Notes, Doctor's Notes, College Visit, Religious, Citizenship, Court and Driver's License **must be turned in within 48 hours of student's return to school** to have absence changed.

- Please include your student's ID number on any documentation submitted.

- **Parent Portal**: Parents can view their student's attendance online in the Parent Portal using the Parent Access Center (PAC). *Please be advised that this information is three to five days behind due to data processing.*
- **How to access attendance summary on Parent Portal**
  Kb.conroeisd.net/kb/how-to-access-attendance-summary