



ATTENDANCE 101

SGES ATTENDANCE CLERK:

Sarah Hewerdine

817-744-5600 / sarah.hewerdine@kellerisd.net

Tardies

Warning Bell: 7:50 a.m.

Tardy Bell: 7:55 a.m.

- **School begins at 7:55 a.m.**
Students should be in their seats at this time
- Students arriving after the tardy bell rings at 7:55 a.m. will enter through the office, sign in and receive a tardy slip.
- Parents can view student tardies through the Aeries Parent Portal.

Official Attendance Time

Attendance is 'official' at 9:55 a.m.

If your student is not in the building at 9:55 a.m., they are officially marked absent unless a doctor's note is provided showing an appointment before they arrived or if the student has to leave the building for an appointment before 9:55 a.m.

Students arriving after 9:55 a.m. without a doctor's note will be marked absent for the day.

Reporting an Absence or Late Arrival

If your child will be absent from school or late to arrive to school, please do one of the following by 8:30 a.m.:

- **Email your teacher and Sarah Hewerdine**
Mornings are busy! Copying Sarah on the email will save the teacher from having to forward emails during the busy morning arrival and eliminates the need for the office to call you to find out why your child is not at school.
- **OR Call the school** at 817-744-5600 to report an absence.

It is SGES policy for the Attendance Clerk to call the parent/guardian of any student that is marked absent without notice. This policy was established to help ensure the safety and security of students.

This includes:

- Single day absences
- Consecutive day absences when a student is out due to illness.
We do not assume a student is still sick just because they were out sick the day before or left early due to illness.
- If a student is traveling for consecutive days, a parent is asked to contact the office with the date range that the student will be absent.

When Do I Need A Note?

Health Care Appointments

A doctor's note is required for your student to be counted present if your child is absent from school at the time attendance is officially taken—9:55 a.m.

If a student leaves after 9:55 a.m., a note is NOT required regardless if they do or do not return to school, however, the best practice is to always provide a note to the office if your student visited the doctor on a day they left early from school. Notes are kept on file in your student's records.

If a student leaves before 9:55 a.m. or arrives after 9:55 a.m. without a medical note, they are considered absent for the entire day.

Did you know...

- Public school students in the state of Texas are expected to be in attendance a minimum of 90% of all school days.
- A parent/guardian has FIVE DAYS from the date of an absence to provide the school with documentation as to the reason for the absence. This ensures proper attendance coding.
- A letter from the district may be sent home to a student who misses 10 or more days of school or has 10 or more tardies.
- Did you know that KISD is partially funded by Local, State, and Federal money based on student attendance?

While we cannot control when our children become ill, we can control our travel and leisure plans. What does traveling during the school year do to our funding?

One child who misses five days of school = \$215 lost to KISD

If every student at SGE missed five days of school, KISD would lose approximately \$98,000 from just our campus alone. (Data from 2017-2018 year)

Attendance has an impact on a student's success!