

## General Attendance Info for Parents

Here is some information to help explain the automatic attendance phone calls/emails:

\*Attendance is taken every period in Middle School. Any period your student misses, they will be marked absent and it will automatically generate the call/email.

\*The Raptor system that the front desk uses to check your student out is not linked to attendance in Aeries. The Attendance Office receives a report every morning for the previous day and all attendance is then manually updated in Aeries. Sometimes this can take 1-2 days to complete.

\*If you checked your student out early or if they arrived late, they will be on the list from the front desk and it will be corrected in 1-2 days.

\*If you DID not check your student in/out, please call or email so that we can find out what happened and get it corrected for you.

\*Please check your Aeries Parent Portal to confirm corrections.

\*If you forget to call in your student's full day absence you can always call, email or report the absence via the Absence button on the TMS website and monthly newsletters. Parent Notes and Doctor Notes will be accepted through the end of each semester.

Front Desk: 817-744-2600

Attendance: 817-744-2640

Attendance Email: Tiffany.Dykema@Kellerisd.net

\*Please report ALL absences, even if your student was ill but did not go to the doctor! A Parent Note is ALWAYS better than leaving the absence unverified. Too many unverified absences can lead to truancy letters and possible visits from our Truancy Officer.

## Seat Time for High School Credit Classes

In order to get credit for a class, students are required to be present in their classroom seat for 90% of the time.

Students may have 9 unexcused absences for High School Credit Classes. Once a student reaches 10 unexcused absences, they must make up the seat time.

Seat time recovery is handled through the Assistant Principal's office. You may contact your student's AP or the student can visit their office to discuss how they can make up any needed missed class time.

## Exam Exemptions for High School Credit Classes

### 2023 - 2024 Semester Exam Exemption Regulation

Middle School and High School students who meet grade and behavior requirements are eligible for semester exam exemption. Students must meet ALL of the following criteria in order to be exempt from the semester exam:

- Have an 85 average in the course.
- Have no ISS, OSS, or DAEP assigned days.
- No more than 3 unexcused absences per High School Level Course

- Students must be present for the period they are exempt from the exam. Failure to attend the period (unless absent due to an excused absence), for which a student is exempt from the exam, will result in a zero for the exam grade.
- To be eligible for exemptions, students must be present (unless absent due to an excused absence) for the full day of school during exam week.

**The following absences qualify as unexcused absences:**

- ABS (Absence)
- PRN (Parent Note)
- TRU (Truant)

Courses not eligible for exemption:

- Courses that require a capstone assessment, project, portfolio, performance, or performance evaluation as a final.
- Dual Credit Courses

CTE Courses: Industry based certification tests may be used in CTE courses to substitute the final exam.

Notification of eligibility for exemptions: Teachers will notify students of their exemption status the class period prior to the exam date. Teachers will notify students of their exemption eligibility.

Note: Students who are exempt and choose to take the final exam will not be penalized for any final exam grade that will lower their semester average. Please direct all questions regarding this administrative regulation to the building principal.