

Attendance 101



Attendance 101

Attendance Clerk



- Add this person to your phone contacts:

Christine Itzkowitz - HLES Attendance
christine.itzkowitz@kellerisd.net
817-744-5000

Attendance 101

Tardies

Warning
Bell
7:50am

- School begins at 7:55am – students should be in their seats at this time.
- Students arriving after the 7:55am bell rings will be recorded as tardy.
- Parents can view student tardies in Aeries.

Tardy
Bell
7:55am

Attendance 101

Reporting an Absence or Late Arrival

If your child will be absent from school or late to arrive to school, please do the following by 8:30am:

- E-MAIL your teacher AND Christine Itzkowitz
 - Mornings are busy! Copying Christine on the email will save the teacher from having to forward emails during the busy morning arrival and the need for the office to call you to find out why your child is not at school.

OR

- Call the school at (817) 744-5000 to report the absence

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Reporting an Absence or Late Arrival

It is Hidden Lakes Elementary School policy for the Attendance Clerk to call the parent/guardian of any student by 10:30am that is marked absent without prior notice to the office. This policy was established to help ensure the safety and security of our students.

This includes:

- Single day absences
- Consecutive day absences when a student is out due to illness
 - We don't 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 required to contact the office with the date range that the student will be absent.

In Person Attendance

- Attendance is “official” at 9:55am on full school days (8:55am on early release days)
- If your student is not in the building at 9:55am, they are officially marked absent unless a doctor’s note is provided proving that the student had a medical appointment either before they arrived at school or if the student leaves the building before 9:55am.
- Students arriving tardy without a doctor’s note after 9:55am will be marked absent.

Remote Learning Attendance

- Teacher will monitor student engagement and update student attendance with “absent” on the days the student did not engage.
 - Student has until 11:59pm to engage to be considered present for the day.

When Do I Need a Note?*

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 official (9:55am) in the following instances:

- Student is late arriving to school due to a health care appointment
- Student has to leave school before 9:55am for a health care appointment; they are considered absent until that note is provided (within 5 days).

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

**Please refer to the next slide for information regarding Covid-19 guidelines*

Covid-19 Return to School Guidelines

- Please refer to the link below for KISD Return to School Guidelines regarding Covid-19
- You will find guidelines for students that have tested positive for Covid-19 and for students quarantined for exposure to Covid-19

<https://www.kellerisd.net/cms/lib/TX02215599/Centricity/Domain/86/Return%20to%20School%20Guidelines.pdf>

Attendance 101

- 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.

Questions?

- Parents/guardians can log into Aeries to view your student's attendance.
- Please do not hesitate to contact the front office for any questions regarding your child's attendance.

(817) 744-5000