



Attendance Tips

Parents, please review the following tips to help you and your child maintain a good attendance record.

Research supports that attendance directly affects academic achievement. We need our students to be healthy and present to maximize their learning.

Absences, Tardies and Early Dismissals

- All excuses must be in writing (verbal not accepted).
- Illness of the student and extenuating circumstances (At principal's discretion) are the only excusable absences.
- You have 3 days from the date of the absence to turn in a parent written excuse.
- Excuses issued by a doctor are accepted at any time after the absence.
- Even if the school nurse sends your child home, you must send either a parent written note or a doctor's note.

Note to Parents of Kinder & Pre-K students:

Although Kinder and Pre-K are not mandatory grades, once a child is enrolled Kinder or Pre-K they must abide by the Compulsory Attendance Law.

When a student accumulates 3 unexcused absences:

- The parent will receive a Court Warning as notification that he/she is being monitored regarding his/her child's attendance.
- This Court Warning letter asks for the parent to call the school to set up an Attendance Conference with the principal.
- During the conference, the parent and the principal will review the student's attendance record, discuss ways to prevent a court referral, and sign an Attendance Contract Agreement.

For questions/concerns regarding attendance, please contact:

Maribel Ramirez, CS3 – Maribel.Ramirez@GCCISD.net or 346-216-3270

Leticia Cardenas, Attendance Clerk- Leticia.Cardenas@GCCISD.net or 281-420-4645

You can also email parent notes/doctor excuses to Mrs. Cardenas or Ms. Ramirez.