

Attendance Notes

By notifying the front office when a student is absent, eSchool notifies all of your child's teachers that he/she will not be in class and the reason for the absence. Please let the office know when your child will not be at school.

A note with the reason for the absence should be turned in any time that a student misses all or part of a day of school. Three school days are allowed to submit a note to the office.

An email from the parent is acceptable as an attendance note. Sending an email on the morning of a student's absence can notify school staff that your child is not going to be at school and can be printed and filed fulfilling the attendance note requirements.

When a student misses school for an appointment, a doctor's note must be received for the absence to be marked excused. Three school days are allowed to submit a note to the office. Doctor's notes may be faxed to 469-633-5110

Please call in absences to 469-633-5100 or 469-633-5107.

Please email attendance notes to woods@friscoisd.org.

Please have doctors fax notes to 469-633-5110

Signing Students Out During the Day

To help reduce disruption to instruction, and most importantly, for the safety of our students, we are unable to have students leave their classes before a parent/guardian or an authorized person arrives and their driver's license is verified in the front office. Once the verification process has been completed, the student will then be called out of their class. Please allow extra time for this process to occur. Thank you for your understanding.

Tardy and Leave Early

If a student is tardy to class throughout the day, the student must print a pass from Tardy Gate. This is centrally located by the front office. Consequences will be assigned by an administrator in the following manner:

1st and 2nd offense – warning

3rd offense – C Hall – 1 hour

4th offense – C Hall – 1 hour

5th offense – Friday Night Reflection (FNR) – 3 hours

6th or more offense – Friday Night Reflection (FNR) – 3 hours

In the event that a student arrives to school tardy, the student must check in at the front office. When a student has missed more than 10 minutes in a class the student is considered to be absent from that class. This rule applies to students being signed in late in the morning and if they are signed out early during the day. Doctor and Dentist notes are required to excuse students that leave or come in after an appointment.