

# Attendance Information

- Designated Monroe May Staff will be on duty at 7:15 a.m. No child should arrive before 7:15 a.m., as he/she will be unsupervised. Please do not leave your student(s) before this time for their safety.  
The first bell rings at 7:40 a.m. and the tardy bell rings at 7:45 a.m. Students arriving earlier should report to their early morning duty locations as follows:
  - Kindergarten & First Grade: STAGE
  - Second Grade: CAFETERIA
  - Third, Fourth & Fifth Grade: GYM
- Children need to be in their classroom by 7:45 a.m. or they will need to come to the office and get a **tardy slip**. If any students arrive at school after 9:00 a.m. they will be counted absent. NISD policy states that a school district shall excuse a student for temporary absence resulting from appointments with a health care professional. This note should be brought into the office by the parent when they come in to sign in their child.
- For students to be considered for perfect attendance, **they must have no absences and two or less tardies in a nine-week period. Tardies to school may be counted as partial day absences.** This includes Pre-kindergarten and Kindergarten students once they are registered in school.
- If you must pick up your child before 2:45 p.m., you will need to sign out your child in the front office. We will call your child when you sign him/her out in the office. A student will be released to an adult only if the individual is on the emergency card and can show a picture I.D. (Early sign outs are also considered a partial day absence.)
- **The Compulsory Attendance Law applies to a student who:**
  - **A student has at least two unexcused absences within a month**
  - **There is a pattern of absences (ex. Monday/Friday, every Wednesday, etc.)**
  - **The student has chronic tardiness**
  - **A student is frequently absent without medical excuses**
  - **A student shares the same day absences as other siblings**
  - **A parent makes frequent requests for early “sign out” for reasons other than medical or family emergencies.**
- Other Information:  
See Student Parent handbook for these items:  
School Calendar – page A-5  
Registration and Enrollment Information – A 1 & 2  
Visitor information – A-2  
Make up work – B-1  
Attendance – all levels – D 3 & D 4