



## UNHP ATTENDANCE PROCEDURES 2023-2024

### Late (Tardy) Arrivals

FOR SAFETY PURPOSES, ALL LATE SCHOLARS (PS, MS, HS) MUST BE SIGNED IN AT THE FRONT OFFICE BY PARENT/GUARDIAN WITH DOCUMENTATION OF LATENESS. IF A LATE SCHOLAR COMES IN ALONE, PARENT/GUARDIAN MAY BE CALLED BACK TO SCHOOL.

### Scholar Absences

If a scholar is absent, then their Parent/Guardian should submit an excuse note using one of the following methods:

- the [Attendance Form](https://upliftnorthhills.org) available at [upliftnorthhills.org](https://upliftnorthhills.org),
- the QR Code included here, or,
- by turning in a written excuse to the front office upon returning to school

23-24 Attendance Form



**Excused Absences:** Personal illness, medical or dental appointment with doctor's note, serious illness or death of an immediate family member (3 days total), religious holy day, and/or pre-approved college visit

**If Absent More Than Three (3) Days Due to Illness:** A doctor's note must be submitted for the absences to be excused

### Early Pick-Up

- Scholars will only be called out of class once their Parent/Guardian arrives, and shows their driver's license/photo ID to the Front Desk to verify they're on the approved pick-up list
- If an adult other than the scholar's Parent/Guardian is picking them up, then they must be added to the approved pick-up list
- If their name is not on the approved pick-up list, then they will be unable to pick up your scholar
  - Click [here](#) to request a name to be added to the approved pick-up list

**Secondary:** Parent/Guardian may e-mail a Dean/Director to request approval for their scholar to sign themselves out. Approval is at Dean/Director discretion. UNHP is a closed campus. Scholars may not leave campus for lunch. A scholar who leaves campus without permission will receive disciplinary action.

### Attendance Reminders

- **Excuse notes** MUST be submitted **within three (3) days** of your scholar returning to school
- If there is no excuse note submitted within this time frame, then the absence(s) may not be excused
- Unless a scholar is sent home by Health Services, any early release requires documentation to be excused
  - Example: Doctor's note

### **Truancy Policies and Grade-Level Retention**

If a scholar misses three (3) school days or any part of three (3) school days in a four-week period (unexcused), the scholar and parent/guardian will be issued a warning. If the scholar continues to miss classes/days after a warning, then a meeting with the Director/Designee will be required. **Continued truancy could result in truancy court and/or withdrawal from school.**

### **Loss of Credit for Excessive Absences**

As per state law and TEA, a student shall not receive credit and may not be promoted if he/she has been in attendance fewer than 90% of the 180 school days. Students in Grades 9-12 who do not maintain 90% attendance in each class per year may not be promoted or receive credit for a course **regardless if the absence is excused or unexcused.**

I have read and agree to the "Attendance Procedures" and "Attendance Policies" as stated above.

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Scholar Name (printed)

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Scholar Grade

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Parent Name (printed)

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Parent Signature

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Date