

At Uplift Atlas, we believe that every school day is critical. To set clear expectations for our families, we expect all scholars to be present every day of the school year. We also understand that some absences are unavoidable. In these cases, excuse notes with the scholar's full name, grade, reason, and required documentation must be submitted to the front office or emailed to AtlasAttendance@uplifteducation.org within 10 days of the original absence date. Excuse notes not submitted within the 10-day limit may result in unexcused absences or delays in attendance corrections. Phone calls will not be accepted to excuse absences. Excuse notes and/or required documentation may not be accepted based on network policies, general school practice, or at the discretion of the Academic Director. In these cases, the parent or guardian will be notified of the unexcused absence.

Uplift Atlas PS (K-5th)

School Hours

MTThF: 7:55 a.m. - 3:30 p.m.

W: 7:55 a.m. - 1:50 p.m.

Uplift Atlas MS (6th-8th)

School Hours

MTThF: 8:00 a.m. - 3:45 p.m.

W: 8:00 a.m. - 2:45 p.m.

Uplift Atlas HS (9th-12th)

School Hours

MTThF: 8:00 a.m. - 3:40 p.m.

W: 8:00 a.m. - 2:35 p.m.

Sign In - Late Arrivals

Scholars arriving between 8:00 – 8:15 a.m. must sign in on the Tardy Log located at each campus and will receive a 'tardy' for their first class. A tardy cannot be excused unless for an appointment and the required documentation has been provided. Scholars arriving after 8:15 a.m. must be signed in at the main office and will receive an absence in all classes missed unless an excuse note with the required documentation is provided.

Sign Out - Early Pick-Ups

A parent, guardian, or an adult listed on the authorized pick-up list must sign out the scholar at the front office for all early pick-ups. The scholar will receive an absence in all classes missed unless an excuse note with the required documentation is provided. Failure to officially sign out the scholar may result in unexcused absences or possible delays in attendance corrections. The reasons listed when signing out the scholar are not accepted as excuse notes.

The following are examples of excused absences if the required documentation is provided:

- **Sick/Illness:*** A written note signed by a parent or guardian that includes date(s) of absence. *The school may require a clinic or physician's statement if the scholar has excessive absences due to illness.*
- **Medical Appointments:** A medical note with the dates under medical care and return to school date. This includes health, dental, vision, therapy, etc. Appointment cards/reminders will not be accepted.
- **Other Appointments:** A receipt or summary of appointment. This includes, but is not limited to, passport, Texas ID/driver's license, court appearances, etc. Appointment cards/reminders will not be accepted.
- **Religious Holy Day or Ceremony:*** A letter from the church or organization indicating the date of holy day or ceremony.
- **Extracurricular Activities:*** A letter from the organization or program with the scholar's full name and date(s) of participation.
- **Family Emergency (i.e., severe illness or death):*** A written note signed by a parent or guardian that includes the date(s) of absence, or a funeral service letter or program.
- **College Visits (11th and 12th Grade ONLY):*** An official letter from an accredited higher institution. This includes, but is not limited to a college, university, or technical school.

**A maximum of 3 consecutive school days are excused per note provided. Additional days may be approved or denied based on network policies or at the discretion of the Academic Director.*

Minimum Attendance Requirement

Please keep in mind that an excused absence is still an absence! Per state regulations, all K-12 scholars are required to be present for at least 90% of the school year to receive class credit and be promoted to the next grade level. This means, scholars who have more than a total of 18 unexcused AND excused absences for the school year, may be at risk of not receiving class credit or of being retained based solely on attendance. Remember, every day counts at Uplift!

Unexcused Absences / Truancy

If an excuse note is not submitted within 10 days of the original absence date, the scholar will receive an unexcused absence. A scholar who has unexcused absences is considered truant and will be subject to truancy proceedings or disciplinary actions.

- 3 unexcused absences – Warning Letter via email/text/phone call
- 6 unexcused absences – Truancy Prevention Meeting with campus leadership
- 10 unexcused absences – Final Warning Letter via email/text/phone call
- 10+ unexcused absences – Truancy is filed with Dallas County

Contact the attendance office at AtlasAttendance@uplifteducation.org or 214-276-0879 ext. 232112 for any questions regarding scholar attendance. We ask that you please allow 2-3 business days for an excuse note to be reviewed and for scholar attendance to be updated in PowerSchool. **For additional information regarding our network Attendance & Truancy Policies, see our Uplift Scholar Handbook available on our website.**