Clear Creek High School Attendance Information

**Please keep the following points in mind if and when your student**

**arrives late to school or must be checked out early.**

* For late arrivals (7:20), the student must bring a note to the attendance office located in A121.
* If your student will be leaving early, please send a written note with them for the attendance office first thing in the morning. The student will be given a pass to come to the office at the designated time.
* **IF A NOTE WAS NOT RECEIVED PRIOR TO THE CHECK OUT, YOU CAN EXPECT A DELAY WHILE WE SUMMON YOUR STUDENT TO THE OFFICE.**
* If your student is a driver and needs to check out early, a note is required from parent stating the time for check out, destination, and that he/she has permission to drive themselves. Same applies to walkers. No student (even 18 year olds) will be allowed to check out without written consent from parent.

NO VERBAL CONSENT WILL BE ACCEPTED

* All students must be signed out through the attendance office or the student will be truant. When checking out your student, please remember: to bring your photo ID and check in with the front desk.
* Students are allowed only **8** absences per class for the fall semester, **9** absences for the spring semester. A loss of credit will result in the classes that the student has exceeded their limit.
* **No VOE will be issued if the student has exceeded the allotted days.** This figure is taken from the last **completed** semester.
* Notes must be received in the attendance office within **3** days of the absence for it to be excused. After the 3-day limit, an absence cannot be excused for **any** reason. **5 consecutive days will require a doctor’s note that covers all 5 days.** A white admit slip will be given to student/parent as a receipt.
* E-mails are not accepted for absence notes. Notes may, however, be faxed to **281-332-9079.**
* **GOING OUT OF TOWN and CAR TROUBLE, are not excused absences.** CCISD recognizes the following as excused absences: *illness, death in family, quarantine, extreme bad weather, family emergency, and religious holidays.*
* Should your student need to miss school for any other reason, AP preapproval is required two weeks prior to absence. The forms for these types of absences are located at the attendance office and each AP office. **This includes family trips, college visits, and all outside school competitions.**

**Debbie Muehr Anjell Scott Mona Ross**

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