

Houston High Attendance Tips from Mr. Taylor, Mrs. Carpenter, Mrs. Rose  
901-757-6009

**Check In / Check Out for non-driving students:**

- Parent required to check student in & out of school in the Attendance Office
- Student may check in alone with a valid Doctor's note.
- Parent must show a picture ID when checking a student out.

**Check in for students who drive:**

- Student must have a doctor's note or a note and a phone call from a parent.
- Doctor appointments are unexcused until a doctor's note is turned in to the Attendance office.

**Check Out for students who drive:**

- Parent must call and send a note to the Attendance Office before student checks out.
- Doctor appointments are unexcused until a doctor's note is turned in to the Attendance office.

**Remember! This is for everyone!!!**

- **2:15** p.m. is the cutoff time for checkouts.
- Submit notes for being absent within 2 days to the Attendance Office or absence will be unexcused.
- Parent may drop off forgotten items in the Attendance Office. Students have been told & are aware of the drop off area and will not be called out of class to pick up dropped off items.
- Student must sign in on clipboard in Nurse's office and use the nurse's phone when feeling ill or making calls home. Use of a cell phone is a violation and will result in an Unexcused Checkout.
- No fast food is to be brought in.
- Absenteeism due to special circumstances must be **pre-approved** by Mr. Taylor.
- Please refer to the GMSD website for a list of acceptable excused absences.

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**Houston High School Absence Note**

Today's Date: \_\_\_\_\_

My Child \_\_\_\_\_

Grade \_\_\_\_\_ *(first name, last name)*

Was absent from school on:

(date) \_\_\_\_\_

Because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Parent Signature*



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**Houston High School Absence Note**

Today's Date: \_\_\_\_\_

My Child \_\_\_\_\_

Grade \_\_\_\_\_ *(first name, last name)*

Was absent from school on:

(date) \_\_\_\_\_

Because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Parent Signature*



Parents - please refer to our list of Attendance tips on our website (link) and a list of acceptable excused absences on the GMSD website

<http://www.gmsdk12.org/StudentsSP6.aspx>

Please note not all absences are excused and unlike elementary and middle school, high school absences are counted for each class. An unexcused absence in a certain class will prevent you from being exempt from exams.

The following are typical reasons for checking in or out that are considered UNEXCUSED:

- **"Appointment"** - this is not specific enough – please specify doctor, dentist, ortho, etc.
- **Family Emergency** - same as above - not specific enough. If you are having a problem, please contact the Attendance office or submit a note prior to absence.
- **Court** - this is not always excused - if it is a custody or immigration issue, then it will be excused, but if your child received a speeding ticket or broke the law, unless he/she can prove absolution, it is unexcused.
- **Out of Town** – unless it is school related event or you have received prior approval, it is unexcused.

\*\*\*Checking in or out is NOT allowed during exams.