

ATTENDANCE OFFICE PROCEDURES

Main Campus Attendance Clerk

Grades 10, 11, 12

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9th Grade Attendance Clerk

Grade 9

Riki Reaves

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WE REALIZE THAT EMERGENCIES ARISE. THIS POLICY ADDRESSES REGULARLY SCHEDULED APPOINTMENTS THAT ARE KNOWN IN ADVANCE.

Class interruptions must be kept to a minimum. Delivering permits to leave the building at appropriate times will alleviate unnecessary interruptions & class instruction time.

- **ALL** students arriving late or leaving early **MUST** sign in/out.
- Students leaving school during the day for a **PRESCHEDULED** appointment **MUST** bring a note from a parent or guardian that morning before the first class begins at 7:20. **WE WILL NOT ACCEPT NOTES FROM STUDENTS AFTER SCHOOL STARTS.**
- **WE WILL NOT RELEASE A STUDENT WITH A PHONE CALL.** We need something in writing to place in their file.
- **PICKING UP DURING ATHLETICS AND LUNCHES:** If you have not requested them prior to these times you could have a long wait period.
- **TESTING AND FINALS: WE WILL NOT DISRUPT A CLASS TO GET A STUDENT DURING THESE TIMES.**
- **NO PICK UP POLICY AFTER 2:15: Busses start arriving at 2:00 and it is a SAFETY ISSUE that we must maintain.**

By submitting your notes, faxes and emails in advance, the student will be able to leave class at the appropriate time with little disruption to the class and reduce your wait time to pick up your student and leave the building.