

AIS GUIDELINES AND PROCEDURES

ABSENCES

Please be sure to check Argyle Intermediate School Attendance Policies in our Student Handbook for more details. Here are a few reminders:

- **Reporting Absences** – Please email awilliams@argyleisd.com or call 940-464-5100. You can leave a message if you do not get an answer. We will still need a doctor's or handwritten note/email to excuse the absence.
- Official attendance is taken every day at 9:30 A.M., which is during the second instructional hour as required by state rule.
- **Documentation-** ****Please provide a doctor's note or handwritten note to the office within 3 days of absence** for it to be excused. In the handwritten note, please include student's first/last name, date(s) of absence and your name.
- **If your student misses during attendance time (9:30am) due to a doctor's appointment, but attends school for the rest of the day please send a doctor's note, as we still receive funding for these types of absences. *We do not receive funding for all day absences even with a doctor's note however they are considered excused.***
- **Pre-planned Absences-** If you know your student will be out ahead of time, please use the AISD form which is accessible under General Parent and Student Resources on the AISD website.
- To check your student's attendance please log in to **Family Access** which is accessible under Parent Resources on the AISD website.

TRANSPORTATION AND PARENT PICK-UP

- **If the student's mode of transportation is changing, please contact the home room teacher prior to 12:00 P.M.**
- If your student will be riding a different bus (with a friend or due to other circumstances), a parent note **MUST** be brought to the office prior to 12:00 P.M. Students will not be allowed to board a bus without their stamped note that was approved by AISD transportation department.
- **If your student is a bus rider, they must have their bus tag attached to their bag/backpack. If your student changes their bag/backpack please cut the tag off the old bag and use a ziptie to attach it to the new bag. If your student loses their tag, please contact transportation ASAP for a new tag.**
- We cannot pull a student out of class until you arrive in the office due to loss of instruction.
- Please bring in your driver's license to pick up your student

FORGOTTEN ITEMS AT HOME

- If your student forgets an item at home and you need to bring it to them, please label the item and drop it on the cart in the foyer. If your student knows that it is coming, they should know to come to the office to check the cart.
- If your student does not know it is coming and it is their lunch, please email the homeroom teacher if your student is in 4th grade or the 3rd period teacher if your student is in 5th grade.
- We will check the cart before lunch times and deliver to the cafeteria if it has not been picked up.