

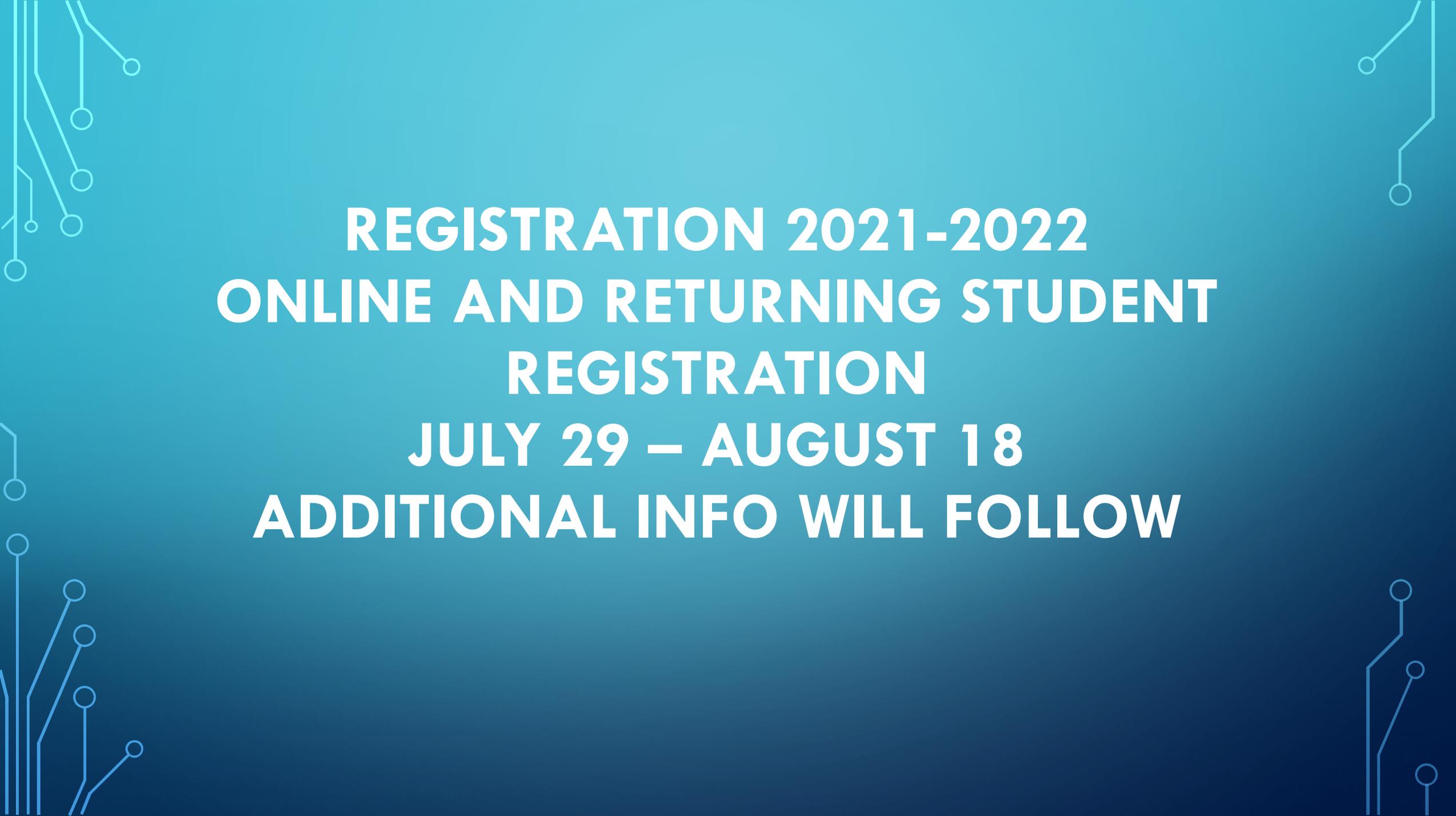


**ATTENDANCE
OFFICE HOURS:
MONDAY - FRIDAY
7:00 AM – 3:00 PM**

BRENDA BLUME 817-547-8019

ESTHER DELGADO 817-547-8018

CINDY STERLING 817-547-8013

The background is a solid teal color. In the four corners, there are decorative white line-art graphics that resemble circuit board traces or neural network connections, with small circles at the end of the lines.

**REGISTRATION 2021-2022
ONLINE AND RETURNING STUDENT
REGISTRATION
JULY 29 – AUGUST 18
ADDITIONAL INFO WILL FOLLOW**

ATTENDANCE PROCEDURES

- You may call your student in on the day of the absence. After that all documentation (parent notes, doctor's notes, appointment verifications, etc.) must be presented to the attendance office on the date the student returns to school. Any absence not cleared within the allotted time (three days) will become an unexcused absence.
- You may sign your student out with us in our office, you must be in the system and must provide an ID or the student can bring a note from his or her parent stating the reason for the absence. The note from the parents requesting the early dismissal should be brought to the attendance office before the student's first period class. The note must include the date, full name, grade, reason for dismissal, parent's signature, and phone number where parent can be reached. The student will need to come back by the attendance office during passing period to pick up slip to leave.
- All students should be checking their attendance at least once a week for any changes that might need to be made.

ATTENDANCE PROCEDURES

- ****BIRDVILLE HIGH SCHOOL IS A CLOSED CAMPUS FOR LUNCH***
- **We cannot take calls or emails for an early dismissal, and students will not be allowed to wait in our office.**
- ***At NO TIME is a student ever to leave campus during their regular class schedule without checking out through attendance. Students who leave their Birdville or BCTAL campus without being signed out or before being signed out through the office are considered truant and the absence will remain unexcused.**

ADDRESS / PHONE NUMBER CHANGES/ EMERGENCY CONTACTS

- If you move during the school year, you must provide new documentation in order to change your address in the system and verify your new attendance zone.
- If you change your home, work or cell phone numbers, or add or delete emergency contacts, this can all be done through your skyward account.
- If you need to add/delete a guardian, you must come in to the office and show an ID to make that change.