

To Report an Absence

****Be sure to include your child's full name and why they are absent.**

A call to the office **does not** excuse your child. Only a note or email, received by the attendance office does. Send emails to vazquezt@friscoisd.org

If your child is going to be **late** due to an appointment, let us know by calling the school at 469-633-2800, or emailing Mrs. Vazquez.

If your child is **leaving early** due to an appointment, a doctor's note is required to excuse the missed time. You may email a copy of the doctor's note, have the doctor fax a note to 469-633-2850, or bring it to the **front office** upon your child's return. A parent may write a note for the first 4 days of illness, after the 4th consecutive absence, a doctor's note is required.

Notes **MUST** be received within 3 school days of the absence to excuse your child's absences. Please do not send in notes to the teacher or place in your child's backpack or folder.

We appreciate your help in keeping accurate attendance for your child!

Thanks you,

Tiffany Vazquez

Borchardt Elementary Registrar.