

# Cypress Springs High School Attendance Office Procedures

## WHAT TO DO IF YOU NEED TO PICK UP YOUR STUDENT EARLY

<b>OPTION 1: Send a Note to School with Your Student</b>	<b>OPTION 2: Fax a Note to the Attendance Office</b>	<b>OPTION 3: Sign Out with the Receptionist in the Front Office</b>
<p>The easiest way to have your student waiting for you is to send a note with him/her to school. Upon arrival, your student should take the note to the Attendance Office. Please make sure the note contains the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date</li> <li><input type="checkbox"/> Name of Student/Grade</li> <li><input type="checkbox"/> Pick-Up Time</li> <li><input type="checkbox"/> Phone Number</li> <li><input type="checkbox"/> Signature</li> </ul>	<p>If you are unable to send a note, you may also fax a note to the Attendance Office (please include all information listed in Option 1). In order to guarantee a timely pick-up, all faxes should be received by first thing in the morning. The school's fax number is 281-345-3128.</p>	<p>If neither of the above options are available, parents may come to the front office and ask the Attendance Office to call for their student. The process is fairly simple but it will take some time, especially if the office is busy. We cannot call for your student after 2:00 p.m. Please note that we cannot accept phone calls as a way to have students in the office when you arrive.</p>
<p>In both Option 1 and Option 2, your student will receive an Attendance Dismissal Pass that is their "ticket" out of class. Students must present the pass to their teacher in order to exit the classroom.</p>		

Upon arrival at Cy Springs, sign in with the receptionist. The Attendance Office will then bring you into their office to sign out your student. Please remember, only a parent/guardian may pick up a student from school (picture ID is required).

When returning to school, please remember to send a note to the Attendance Office from the parent/guardian or doctor/dentist/orthodontist. If coming back to school on the same day, the student may come in by him/herself and go directly to the Attendance Office as long as he/she has a note. Without a note, the parent must accompany the student into the building, sign in at the Front Office, and then check him/her in at the Attendance Office.

### **WHAT TO DO IF YOUR STUDENT FORGETS SOMETHING**

If your student forgets something at home (homework, athletic gear, etc.), we have set up a station in the front entry for you to bring the items and leave them for your student to pick up. Students can check the station throughout the day (in between classes) if they are expecting a delivery from parents. We are unable to deliver items or send notes to students when items are dropped off. Please make prior arrangements with teachers/sponsors regarding money drop off for any reason. We ask that you not leave anything valuable, as this station is not monitored.

### **WHAT TO DO IF YOU BRING YOUR STUDENT LUNCH**

We have three lunches at Cy Springs, A lunch – 10:16a – 10:46a, B lunch – 11:15a – 11:45a & C lunch – 12:14p – 12:44p. Only a parent or guardian may drop off lunch for their own student. When dropping off a lunch for your student, please place it on the appropriate cart with your student's name on the lunch. It is your student's responsibility to pick up their lunch. No lunch deliveries from any restaurant or delivery service will be accepted for any student. The school is not responsible for any items left on the cart as it is not monitored. Any food not picked up by 2:45pm from the cart will be thrown away.