



# CYPRESS SPRINGS HIGH SCHOOL

## ATTENDANCE OFFICE PROCEDURES



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

Students are not allowed to walk out of the building without completing the proper sign-out procedures. Upon arrival to the campus, head to the front reception area to present your identification and sign-in to the building. You will then be asked to go to the Attendance Office to sign-out your child. Please remember, only a parent/guardian may pick up a child from school unless you have sent in a note with all the information in Option 1 and you've received a call from the office verifying the note.

<b>OPTION 1: Send a Note with your Child</b>	<b>OPTION 2: Fax a Note to the Attendance Office</b>	<b>OPTION 3: Sign-in with the Front Office</b>
<p>The easiest way to have your child waiting for you is to send a note with him/her to school. Upon arrival, your student should take the note directly to the Attendance Office. Please make sure the note contains the following information:</p> <ul style="list-style-type: none"> <li><b>-Student name</b></li> <li><b>-Pick-up Time</b></li> <li><b>-Name of Pick-up Person</b></li> <li><b>-Parent/Guardian Hand-Written Signature</b></li> <li><b>-Parent/Guardian Phone Number</b></li> <li><b>-Copy of Parent/Guardian ID if Pick-up Person is Someone Other than Parent/Guardian</b></li> </ul>	<p>If you are unable to send a note with your child in the morning, you may fax a note to the Attendance Office. Please make sure the note includes all information listed in Option 1. This must include a hand-written signature (typed signatures are not accepted). In order to guarantee a timely pick-up process, all faxes should be received at least an hour prior to pick-up time. <b>The Attendance Office fax number is 281-345-3128.</b></p>	<p>If you have an unforeseen circumstance and were unable to send a note or fax, you may still come by the front office. You will be asked to sign-in with proper identification and fill out a short form in the Attendance Office prior to us sending for your child. The process is fairly simple but it may take some time, especially if the office is busy. <b>Please note we cannot send for your child after 2:00 p.m.</b></p>
<p>In both Option 1 and Option 2, your child will receive a Dismissal Pass -this is their "ticket" out of class. Students must present the pass to their teacher at the appropriate time in order to exit the classroom and head to the Attendance Office for proper sign-out procedures.</p>		

If your child was picked up for a doctor/dentist appointment, please send their release note to the Attendance Office with the student the next day. If returning to school the same day, the student will need to sign back in with the Attendance Office prior to heading back to class.

### WHAT TO DO IF YOUR CHILD FORGETS SOMETHING AT HOME

If your child forgets something at home (homework, athletic gear, etc.), we have a cart stationed in the front reception for you to bring the items and leave them for your child to pick up. Students can check the station throughout the day (in between classes) if they are expecting a delivery from parents. Please note that 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. We ask that you not leave anything valuable as this station is not monitored and staff is not responsible for any missing items.

### WHAT TO DO IF YOU BRING YOUR CHILD LUNCH

We have three lunches at our campus: A-lunch is from 10:16 a.m. to 10:46 a.m.; B-lunch is from 11:15 a.m. to 11:45 a.m.; and C-lunch is from 12:14 p.m. to 12:44 p.m. Only a parent/guardian may drop off lunch for their own child. When dropping off a lunch, please make sure your child's name is written on it and place it on the cart stationed in the front reception area. It is your child's responsibility to pick up their own lunch. Please note that staff is not responsible for any items left on the cart as this station is not monitored. Any food items not picked up by 2:45 p.m. will be thrown away. We are a closed campus and no lunch deliveries from any restaurant or delivery service will be accepted for any student. Deliveries will be turned away even if it has already been paid for.