

# Lowery Freshman Center Reporting Student Absences

- To speak with Attendance Clerk, Michelle Morgan, please call (972) 360-4892 or (972) 396-6975 ext. 4892
- To leave a voice-mail for Attendance Clerk, please call (972) 236-0600 ext. 4892, or
- Please email Attendance Clerk, [Michelle Morgan](mailto:Michelle.Morgan@allenisd.org) at ([Michelle.Morgan@allenisd.org](mailto:Michelle.Morgan@allenisd.org)) to report an absence, or

**Absences** – Attendance is taken each class period, every day. If your student is absent, please contact the attendance clerk to report the absence. Please send a written parent or doctor note upon returning to school. Students have 3 days to return a note to their house office for the absence to be counted as excused. More than 5 absences per class per semester will require time to be made up by State Law.

Also, it is a violation of compulsory attendance when a child has unexcused voluntary absences on:

- 1.) 10 or more days or parts of days within a 6 month period or
- 2.) 3 or more days or parts of days within a 4 week period

As a result of violating the Education Code 25.093 (Compulsory Attendance Law), a student may be referred to the truancy program.

AISD Attendance Policy text can be found within the [Student Handbook](#).