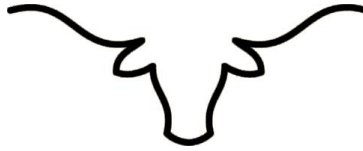


HARPOOL MIDDLE SCHOOL
9601 STACEE LANE
ARGYLE TX
940-369-1700



JEFF SMITH, PRINCIPAL
COLLEEN GRINDLE, A.P.
MATT WILLOUGHBY, A.P.

9-3-13

Dear Harpool Parents,

Your child's academic success is very important to us. In order for that to happen, his/her attendance in class is extremely important. We wanted to make sure everyone is aware of the attendance policy we have at HMS. The state law is very clear on what absences are excused. The following is a district excused list with the proper documentation:

- *medical illness
- *board approved extracurricular activities
- *medical appointments, screenings, etc
- *juvenile of other court proceeding
- *absences required by state or local welfare authorities
- *approved college visits for high school juniors and seniors only
- *death and or serious illness of an immediate family member (with documentation)
- *religious holy days
- *family emergencies (approved by administrator)
- *weather and road conditions that make traveling dangerous
- *quarantine
- *deployment of immediate family members

All other absences, unless approved by an administrator, will be unexcused. Failure to turn in notes will result in an unverified absence. Regardless of the reason, documentation is required for EVERY absence. In order to excuse the absence for the above listed reasons, documentation should be submitted within 72 hours of the absence. Unexcused absences will most likely not be addressed unless they exceed 3 in a 4 week period or 10 in a 6 month period.

If you have questions about your documentation, please call Stacy Goodwin in the attendance office at 940-369-1707 or email her at sgoodwin@dentonisd.org.

Respectfully,

Jeff Smith, Principal