

# SCHOOL

# Attendance



*Students must attend class every day. If your child cannot attend class online or in person, you still have to call in the absence. Please contact Ms. Davis, our attendance clerk to submit your absence.*

## **Attendance Contact Information:**

Ms. Davis- Attendance Clerk

- **Phone:** 915-996-1773
  - *Please leave a message if there is no answer.*
- **email:** [imdavis1@episd.org](mailto:imdavis1@episd.org)
  - *For submitting documentation*

**Documentation must be submitted within 5 days of absence**

Report absences by 12 noon on day of absence



School success starts  
with attendance