**Brownsville Independent School District**

**Middle School**

***Parent Liaison / Attendance Clerk***

**Recommended Daily Schedule**

**7:30 a.m. – 9:30 a.m.:** Issue tardy slips

Pick up absent excuses from teachers

Phone calls for students not in school

Scan and upload student absent excuses and/or documents into PowerSchool student folder

Print Guardian Contact Request forms

(**Attendance Clerk**)…………………………. Pick up slips from Nurse, Counselor, Principal / Administration / ISS

**9:30 a.m. to End of School Day:** Home Visits

 Phone Calls

Follow up and verify student absences and complete Attendance Packet for every;

3 days (Attendance Notice Letter)

5 days (Principal’s Plan)

7 – 9 days (Court Warning Notice)

Input data into Student Information System (PowerSchool)

(**Parent Liaison**)……………………………… Plan, coordinate, and prepare items for parent meetings

**Weekly Reports** Due every Friday to Parent and Family Engagement Department by 3:00 p.m.

 Contact Log

 Weekly Composite

 Mileage Log

**Parent Meetings should be scheduled after 9:30 a.m.**