**Brownsville Independent School District**

**Elementary School**

**Parent Liaison / Clerical Assistant II**

**Recommended Daily Schedule**

**8:00 a.m. – 10:00 a.m.:** Issue tardy slips

Pick up absent excuses from teachers

Scan and upload student absent excuses and/or documents into Student Information System student folder

Print Guardian Contact Request forms

Pick up slips from Nurse, Counselor, Principal /

Administration

**10:00 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

**Fridays:**  Prepare and mail out Attendance Letters

**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 10:00 a.m.**