



ATTENDANCE

Office: 512-414-2365

We are unable to accept phone calls for student's release



Changes to dismissal must be done by 1 p.m.

GREAT NEWS! – Starting September 4, 2018 You may now send your Parent, Medical and all other Attendance related notes to dossattendance@austinisd.org

All absence notes must be turned in within 48 hours of your student returning to school. Please allow 2 - 3 days for notes to be processed.

The note should include the following information:

- Full legal name of student
- **Student's ID number written on the note or on the medical document**
- Date(s) of absence(s)
- Reason for absence
- Parent signature and phone number

Reminder: Students must **ALWAYS** report to the Attendance office to sign in and out

