



## EVERY DAY COUNTS!

### Attendance Reminders

Attendance calls are made for the safety of your child. Attendance notifications are sent by phone, email when your student is marked absent from school. If you know your child will be absent from school because he/she is home sick, please send a note at [dossattendance@austinisd.org](mailto:dossattendance@austinisd.org) or fill out an Absence Note in the front office. Notes explaining the student's absence should be submitted within 2 days of the student returning to school. The school office will not accept phone calls to document an absence. Do not email the registrar.

### ATTENDANCE ACCOUNTING:

Students must be present in school at 7:45 am in order to be counted present for purposes of reporting attendance to the state. Student attendance is taken in class daily.

First Bell – 7:30 am

Tardy Bell – 7:45 am

Attendance Bell – 10:00 am (Any student that arrives to school after 10:00 **AM** will be counted absent. Unless a Doctor's note is provided the same day when you return to school.)

ABSENCE NOTE/Email should contain:

- Full name of student and Student ID
- Dates of absence.
- Specific reason for absence each day (i.e., illness, death in the family, etc.).
- Parent's name/signature and phone number/contact information. **Doctor's orders, patient print-outs, or receipts are not accepted as excuse notes.** The attendance office only accepts a valid excuse from your healthcare professional, or a handwritten excuse (for an excused reason) from the parent. Be sure to include ALL of the days the child is absent on the note. Only the days written on the note will be excused

If you would like to notify your child's teacher or inquire about missed work, please email teacher directly.