



Attendance Accounting & Absence Documentation

Attendance Accounting

Students must be present in school at 10:00 a.m. in order to be counted present for purposes of reporting attendance to the state.

Absences and Required Documentation

The **PREFERRED** method of reporting an absence is through an email or a written note upon your child's return to school.

Absence notes must include:

- Student's full name **AND**
- Date(s) of absence(s) **AND**
- Reason for absence(s)

Notification can be made in **ANY** of the following forms:

- Email from the parent's email address to the registrar **OR**
- Doctor's note **OR**
- Handwritten note signed by the parent.

Phone calls will not be accepted as appropriate documentation for any absence.

Written documentation should be provided by parent/guardian within 3 days of the first day of the student's return to school. Absence notes will be processed 5-7 days after the child's absence. If a note is not submitted during this time, the absence will become unexcused.

Please see AISD policy at [onlinehttps://www.austinisd.org/attendance](https://www.austinisd.org/attendance) for more information on excused and unexcused absences. The Attendance Clerk will document in the attendance records for the students whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence. Notifications can be emailed to the Attendance Clerk at alfredo.ibarra@austinisd.org with [Attendance Form](#) or scanned Dr. note

If you would like to notify your child's teacher or inquire about missed work, please email the teacher directly. If you have specific questions regarding excessive absences or tardies or if you received a letter regarding excessive absences or tardies, please contact the **Attendance Clerk, Alfred Ibarra** at 512-414-2365 or via email at alfredo.ibarra@austinisd.org