

## **Procedure on Reporting an Absence**

- **Daily Notification:** When a student is absent, it is necessary that the parent/guardian notify the school attendance line at (512)-284-9880 ext. 151 before 8:30 AM and leave a message with your child's name and grade.
- **Written Excuses:** The Standard School Absence Form is to be given to the Main Office within 3 days upon returning from an absence. Additional forms are available in the Main Office.
- **Doctor's Note:** Students who are absent for 3 or more days must have a doctor's excuse. A doctor's excuse must also accompany the absentee note in the following situations, regardless if the student is absent only one day or more than one day:
- **Communicable Diseases:** Measles, Whooping Cough, Strep Throat, Impetigo, Ring Worm, Scabies and Mononucleosis.
- All of the above are monitored by the Nurses Office to track multiple illnesses in a classroom or in a group of students and to inform parents if a classroom has a particular concern.