

Attendance Office

Parent and Student
Information

Absences and Sick Notes

Starting in 23-24 the Attendance Office will only accept hand written parent notes on the Attendance Office Excuse Note Form. You will be able to get this form from dallasisd.org/woodrow

Absences we can excuse for:

- Child's illness or injury (Parent Note – up to four days)
- Family Emergency (Approval from the Assistant Principal over Attendance)
- Death of a family member (Funeral Home Program or note from the Funeral Home)
- Doctor or Dental Appointments (Note from the Healthcare Provider)
- Religious Holy Days (Provide Documentation is possible)
- Court Appearances (Court Letter or Court Receipt)
- DMV Appointments (DMV Receipt Required)
- College Visit (Must be on College Letterhead)
- Citizenship ceremony/appointment (Letter from DHS)

How to Submit Excuse Note

According to Dallas ISD Policy parents should turn in an excuse note within three days of returning to school.
There are **TWO WAYS** to Submit a Note:

- Excuse notes can be submitted by fax (972) 502.4401
- Email: woodrowattendance@dallasisd.org
- Turn in your NOTE in person
 - Excuse notes must include
 - Student Name
 - ID Number
 - Grade
 - Date of Absence
 - Reason for Absence.
 - [Click here to download a blank excuse/absence note \(optional\).](#)

HOW TO SUBMIT EXCUSE NOTES FOR CAREER INSTITUTE STUDENTS

- Contact: Career Institute Campus

TURN AROUND TIME:

- 5 – 7 Business Days
- Please do not submit duplicate excuse notes as this will delay the process.

Attendance - Checking Yourself Out

- Must be 18 years of age
- Email from parent/guardian with attached photo ID (parent/guardian name on ID and the email address must match your PowerSchool records). Giving you permission to leave.
- Wait in your classroom for the attendance office to call you down
- Report to the attendance office to check out

Attendance - College Visit

Juniors and Seniors - Get two College Visit per School Year.

- You get one day for traveling and one day for the visit. We will need a note for both dates.
- Must be on a College Letterhead with Student Name and Date

If you need the day for traveling, your parent can put that in the email when they send the email to woodrowattendance@dallasisd.org with the college letter. If you have flight tickets or other evidence of travel, please share those as well.

Attendance - Club Sports

Can be excused, but will need to be approved from Assistant Principal over Attendance and a note from the organization with their letterhead and the following information.

- Student's full name
- Date of absence

This can include other outside activities with organizations/clubs you belong to. Must provide the letterhead as listed above.