Frequently Asked Questions for Attendance Office

ATTENDANCE OFFICE

Absences and Sick Notes

A. My student was marked absent by the teacher/sub, but my student was in class. What should I do?

a. Advise your student to speak to their teacher. If that fails, email your student's teacher. The Attendance Office cannot make changes to attendance without a teacher completing an Attendance Correction form.

B. My student was out for a school related event, and their teacher marked them absent. Do I need to call the attendance office to let them know?

a. No, once we receive the School Function form the sponsor of the event, we will correct the student's attendance.

C. My student had a medical appointment. Do I need to get a note from the visit?

a. Yes. Handwritten notes and verbal statements for doctor's visits are not accepted by the Attendance Office.

b. A Healthcare Provider Note must be provided to property excuse the absent.

D. Where do I turn in a sick note?

a. Sick notes should be submitted to the Attendance Office via:

I. Fax: (972) 502-2101

II. Email: BRMONROY@DALLASISD.ORG

III. In Person: Attendance Office

1. **Make SURE EXCUSE NOTE HAS STUDENT NAME, ID NUMBER AND GRADE LEVEL**

E. Do I need to call the campus to inform them my student will be out for the day?

a. No, Please send a note with your student when they return to campus

b. PLEASE DO NOT SUBMIT MULTIPLE EXCUSE NOTE FOR THE SAME ABSENT

F. My student attends Career Institute and was out sick or for an appointment. Do I need to send a note to that campus as well?

a. Yes, please email your note TO (ONLY FOR STUDENTS WHO ATTEND CAREER INSTITUTE)

Student Release

A. Students are expected to stay at school from the time they arrive until the end of the school day at 4:30 PM.

B. If a student has to leave early, a parent/guardian must come to the main entrance and sign out at the Main Office, present the proper identification, and check the student out of school.

A. Pickup Times

I. 10:00 AM - 3:30 PM
II. If your student has an appointment or needs to leave early be sure to arrive before 3:45 PM, pickups after 3:30 PM will have to wait till the school Bell Rings at 4:30 PM.

C. If you designate a person to pick up your child, the designer must present a picture ID and must be listed on your child's contact information.

Leaving Campus

A. If my student drives, are they able to leave campus for a doctor's appointment?

A. **Under 18: No, if the student is under the age of 18 the parent MUST sign the student out in person.**

Attendance For Credit (AFC)

A. Who do I speak to about AFC (Attendance for Credit)?

a. Please call (972) 502-2100 to get more information on AFC.

B. Does my student owe hours for AFC?

a. If you are unsure your student owes hours for AFC, please contact the ASSISTANT PRINCIPAL'S office.

b. If your student is not on the list, they do not owe any hours for AFC at the time.

We encourage you and the student to continue to check WEEKLY!

As updates are made weekly.

c. If your student owes hours, they should plan to attend AFC sessions until their hours are completed.

C. I was not aware that my student owed hours for AFC and there are not enough sessions left. What should I do?

a. Students are called down to the Attendance Office periodically and given an official information sheet on AFC. Students are made aware of their AFC requirement and parents should speak with their students regarding hours owed.