

Attendance Office

Parent and Student
Information

Absences and Sick Notes

Absences we can excuse for:

- Child's illness or injury (Parent Note – up to four days)
- 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 THREE WAYS to Submit a Note:

- Excuse notes can be submitted by fax (972) 502.4401
- Email: woodrowattendance@dallasisd.org
- 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
 - Email Ms. Turner poturner@dallasisd.org

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.
 - Email: Mr. Wood swood@dallasisd.org and Mrs. Torres ashletorres@dallasisd.org.
- 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.