NORTH LAKE

EARLY COLLEGE HIGH SCHOOL
AT DALLAS COLLEGE

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:

Fax: (214) 932.7558

Email: tcaston@dallasisd.org

In Person: Turn in your excuse note to the attendance office.

All excuse notes must include:

- Student Name
- ID Number
- Grade
- Date of Absence
- Reason for Absence.

TURN AROUND TIME:
3 – 5 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: Ms. Caston at tcaston@dallasisd.org
- Wait in your classroom for the attendance office to call you down.
- Report to the attendance office to check out.

Unexcused Absences

Students who are absent from school for the following reasons shall not be given an excused absence:

1. Aptitude and achievement testing by outside agencies;
2. Nonschool instruction;
3. Truancy;
4. Nonschool club, youth, or other organization's activities; and
5. Vacations.

Absences not eligible to be excused and absences for which a written excuse is not received within the current semester shall be counted as unexcused absences.

For additional information, please refer to Dallas ISD Policy FEC (Attendance):
https://pol.tasb.org/PolicyOnline/PolicyDetails?key=361&code=FEC#localTabContent