

Attendance Procedures - How to Report A Student's Absence

August 2023

Excuse Absence Notes (Parent/Guardian):

Please email both your child's teacher and Nan Clayton Attendance Clerk, Deanna McDonald, (deanna.mcdonald@austinisd.org) with the following information:

1. Parent/Guardian name
2. Student's first and last name (and nickname, if applicable)
3. Student ID Number
4. Date of Absence
5. Reason for Absence so we can code it correctly in our attendance system

All absence notes need to be **emailed** to the Attendance Clerk. Due to new Attendance Policies we are not accepting physical notes. Phone calls or voicemail messages are not accepted as documentation for a student's absence.

Medical Notes:

Please send medical notes after doctor/dentist appointments for attendance via email to Nan Clayton Attendance Clerk, Deanna McDonald (deanna.mcdonald@austinisd.org). The note can be scanned and attached or a picture in TIF or JPEG.

Notes from healthcare professionals can be sent from the provider directly to deanna.mcdonald@austinisd.org

Medical absence notes **MUST** include the following information:

1. Be on letterhead of the healthcare professional with doctor's name
2. Student's first and last name
3. Student's Date of Birth
4. Date of appointment

Please Note: All medical notes need to be **emailed** to the Attendance Clerk. We are not accepting physical notes.

***Attendance emails will be processed within 3 school days/72 hours. Please note, you will receive an automatic phone call from AISD that your student was absent.**

****All emails and notes for absences must be submitted within 5 days of the student's absence and before the ending of the grading period.**

For example, if your child is absent on the last day of school in December 2023, the system will be locked on December 21, 2023 preventing me from making any adjustments when school resumes January 2024.

For additional Attendance information, please see

Nan Clayton Elementary website at <https://clayton.austinschools.org/parents/faqs> as well as Austin ISD website <https://www.austinisd.org/attendance>