

Attendance Procedures - How to Report A Student's Absence

August 2024

Beginning August 2024, Please use ONE of the following two (2) NEW Attendance Reporting Features to submit information about your student's absence

1. Parent/Guardian Notes and Medical Notes for Attendance at Clayton Elementary should be emailed to clayton@austinisd.org to the Attention of Deanna McDonald.

–OR–

2. New AISD Webform for Submitting Attendance Notes
<https://www.austinisd.org/attendance/report-absence>

- ★ This form can be used to submit a documentation note or picture of a note with appropriate information, signature, etc.
- ★ When submitted, the form will go to the Clayton School Mailbox at clayton@austinisd.org

Please note: if you are a Parent/Guardian and emailing an absence note directly:

Email **Clayton Attendance Clerk**, Deanna McDonald, (clayton@austinisd.org)

CC: Your child's teacher and the Clayton Nurses

All Absence emails MUST include:

- Parent/Guardian Name
- Student's Name
- Student's ID
- Date of Absence(s)
- Reason for Absence

Additional information necessary for Medical Notes:

Please send medical notes after doctor/dentist appointments for attendance via email to **Clayton Attendance Clerk**, Deanna McDonald (clayton@austinisd.org).

CC: Your child's teacher and the Clayton Nurses

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 clayton@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

What to Know About Attendance Reporting:

- **All absence notes need to be emailed to the Attendance Clerk.**
- **NO PAPER NOTES. We are not accepting physical notes.**
- **Phone calls or voicemail messages are not accepted as documentation for a student's absence.**
- **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 2024, the system will be locked on December 20, 2024 preventing me from making any adjustments when school resumes January 2025.

- **If your student has been absent from school due to illness for 2+ days, a doctor's note is required to excuse additional days.**
- **Your student's attendance records are available 24/7 via your AISD Parent Portal at portal.austinisd.org**

For additional Attendance information, please see

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