

## Attendance:

Attending school is a key element for your student's success. By attending school daily, your student optimizes the benefits of education in an in-person environment to be able to excel in academic performance.

## Reporting Attendance:

To report an absence or if you have questions or concerns regarding your child's attendance, please send an email to: [WMS.attendance@hayscisd.net](mailto:WMS.attendance@hayscisd.net)

\*\*\*\* **We DO NOT** accept phone calls or voicemail messages as documentation for a student's absence.

## Excuse Notes:

Please be sure to submit documentation to the Front Office within 5 days after the absences has occurred.

## Compulsory Attendance:

The student is in violation of the Compulsory Attendance Law if a student fails to attend school on 10 or more days or parts of days within a six-month period in the same school year without a valid excuse (unexcused absences) as stated by district or state policies.

## Attendance Q & A

### **When student is absent what information do I need to put on their absence note?**

Student name

ID #

Date(s) of absence

Reason for absence

Parent contact phone number

Parent signature (or electronic signature if sent by email).

Documentation needs to be submitted within 5 days of the absence.

You can email your note to: [WMS.attendance@hayscisd.net](mailto:WMS.attendance@hayscisd.net)

### What do I need to check out a student?

A Parent/Guardian or an authorized adult is required to come into the office and check out the student(s) in person. A parent/guardian can give authorization for another adult to check out a student. This authorization is normally provided during the student's registration but a written note or email giving authorization to check out a student will be accepted. The person checking out the student must be listed as a person who has authorization to check out the student and must present a valid state-issued identification card at the time of checkout. Student will not be called out of class until the person checking out the student has arrived.

### Do I have to go into the school to sign my student in for the day?

No. Student can sign themselves in. Just remember to send a note or doctor's note with them stating the reason for the absence or sent note via email to [WMS.attendance@hayscisd.net](mailto:WMS.attendance@hayscisd.net)

### Can I check out my student during testing days?

Students may not be checked out during a test administration without approval from a campus administrator.

### What is the difference between an absence and a tardy?

Student is absent if they miss more than 20 minutes of class.

### Attendance Codes

EA	Excused Absence note from parent	Counts against 90% rule
UN/UP	Unaccounted/Unexcused Personal	Counts against 90% rule
EW	Excused Waived note from doctor; did not attend school	Does NOT count against 90% rule
OA	School related field trip	Does NOT count against 90% rule
OC	Student was On Campus but not in class	Does NOT count against 90% rule
OJ	Required court appearance	Does NOT count against 90% rule
OL	School UIL Activity	Does NOT count against 90% rule
ON	Doctor's note; did attend school	Does NOT count against 90% rule