
WHS Attendance Corner

Hey parents and guardians. Welcome to or back to Westlake. As the year gets started, here are a few attendance rules to get familiar with.

FAQ

I need to check my student out....help!!

If you need to check your student out, it is a simple process. Email attendance at whsattendance@eanesisd.net and let us know the time your student needs to leave and for what reason. We will then produce a class pass for your student and send to their classroom via a student runner. Unfortunately due to this process we cannot get students on a moment's notice. Please give us at least a 45 minute turnaround, as in a school of 2800 plus students, it takes a while to generate the class passes and get them delivered. We will not be able to call your student's classroom. Your student will then leave at the assigned time and meet you at your car. **YOU DO NOT NEED TO COME INSIDE.** If your student is checking out for a doctor or medical related appointment, please make sure they return with a signed note from the doctor so the absence is fully excused and does not count towards their State of Texas compulsory attendance numbers. Have them deliver that note to the attendance office immediately upon their return so we can record the time they returned and give them a pass to get back into class.

My child is sick and won't be at school, help!!!

Email us first thing in the morning or the night before and let us know. We will update their file and their teachers will be able to see they are out sick.

My child was marked absent when they were only tardy. Can you change that?

Attendance can only change if the student checked in with attendance when arriving. Depending on the time they arrived, it will be coded Tardy or Absent. For first period, students can be counted tardy up to the first 15 minutes of class. All other periods, 7 minutes. If your student went straight to class, without checking in with us, he/she will need to discuss this with their teacher as Attendance cannot make changes without the teacher's approval.

My student is checking out 15 minutes early from a class. Why does he/she still need a doctor's note as he/she was present for the majority of the class period.

This is incorrect. A student must be present for 90% of the class period to be counted present. So that 4PM checkout still needs a doctor's note the next day in order for your student's absence to not count towards their State of Texas Compulsory attendance and exemptions.

My student was out sick and I provided a doctor's note and it still shows documented illness, no funding.

This is correct. It will only show Excused – Medical if there was learning during the day. The State only excuses if the student was at school for any length on that day. Please still get the doctors note, though, as we do make a notation in the student's file that a doctor's note was provided.

Why do I have to get a note from the doctor when I check my student out for a doctor's appointment? Isn't my word just as good?

Yes and no. When a doctor's note is provided for the periods missed that day (other than if it was a whole day) the student's absences for that period are fully excused and do not count towards their compulsory attendance numbers for course credit and exemptions.

Why do I have to send an email when my child is absent?

An email allows your student to make up classwork missed. No email equals a zero for the day.

Why did I get an attendance call when my student did all the paperwork before leaving for their college visit?

All college visit attendance will be updated when your student **returns from their college visit** with the signed peach form given to them before leaving. In the meantime disregard the automatic attendance calls from the District.

Junior and Senior College Visits: If you are planning to go on a College Visit, please stop by the Attendance Office to pick up the proper paperwork a few days prior to leaving. Teachers will sign off on the paperwork and you will receive a peach form to take to the college visit to have signed and stamped while there. The college visit attendance will then be updated when you RETURN with the peach form. In the meantime disregard the automated attendance calls from the District. Remember **ONLY** Junior and Seniors are fully excused for 2 college visits. Seniors may take their visits in the fall and spring, and Juniors are only allowed to take their visits in the Spring to be fully excused.

How do I email attendance?

whsattendance@eanesisd.net. Put First, Middle and Last Name in Subject line with either grade, or student number. We have quite a few students with the same name, so please be as detailed as possible. **Please do not use nicknames.**