

Attendance Policies:

If your student is absent, parent notes must be made in writing (via email, or handwritten note) within five days of the absence. Doctor's notes must be submitted via email, fax, or delivered to the Attendance Office.

Please submit your excuse note(s) via email to Tina.Valencia@rockwallisd.org or send with your student to drop off at the Attendance Office.

Parent notes can excuse up to 3 days of consecutive absences. Any additional consecutive absences will require a doctor's note.

**Please note: We are unable to excuse an absence based on a phone call*

Student Early Dismissal Procedure:

Early Release Requests must be submitted via Skyward or by calling the school at 972-771-5281. Please keep in mind we need at least two hours' notice to fulfill an early release request. No early release requests will be granted after 3:30pm

Student Absence Request Procedure:

To schedule your student to be absent for the day, you can submit a Skyward Request or upon your students return to school, provide a doctor's note or parent excuse note.

Below is the link to submit an early release request or a student absence request:

<https://skystu.rockwallisd.org/scripts/wsisa.dll/WService=wsEAplus/seplog01.w>

Log in with your username and password > Select your student > Attendance > Absence Request > Add Request > Enter Absence Info, including reason for absence > Click Save

**If you are unable to provide us with at least two hours' notice, please call the office as soon as you know you need to check your student out, and we will do our best to process your request in a timely manner.*

Attendance Policy

The Texas Compulsory School Attendance Law requires that a student between the ages of 6 and 18 must attend school each day for the entire period that the school's program of instruction is provided. School employees must investigate, report, and if necessary, prosecute violations of the state compulsory attendance law.

According to the Texas Education Code 21.041, students must be in attendance 90% of the instructional days each semester to receive credit for any class. A student who attends fewer than 90% of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances or allow the student to make up the time to restore credit. *For questions about the RISD Attendance policy, you may find additional information in the student handbook.*