

WRMS ATTENDANCE & OFFICE PROCEDURES

Attendance Notes:

Absence notes may be emailed to wrmsattendance@eanesisd.net Please be sure to include the student's full name and the reason for the absence. Please send the email by 10 A.M. the day of the absence. There is no need to call the office if you send an email. Please follow up with a doctor note if your child goes to the doctor.

- Doctor notes may be turned in to the front office. Please send doctor notes the day the student returns if possible.

Family Travel Plans:

- Please complete the **Eanes Travel Form** if you have planned a vacation. This form should be signed by you and all your student's teachers and turned in to the front office five days prior to the absence.

Students leaving during the school day - Please follow the procedures below whenever possible:

- Please send a note with your child and have them bring it to the front office. The student will be issued a permit to leave. They need to show this to the teacher in order to leave class.
- You may ask your child to meet you in the office if it is between classes or at lunch time.
- Students **MUST** be signed out by the parent in the front office before leaving.
- Students need to check in with the office if they return during the school day. The office will give them a pass to class for their teacher.
- Doctor notes must be returned in order for the absence not to count against attendance and qualify for state school funding.
- If someone is picking up your child that is not listed in your Emergency Contacts (In Skyward) please send a note with your child. The note needs to be turned into the front office or they will not be permitted to leave.
- If you make a last minute appointment, please call the office at 512-732-9240 ext. 0 Thank you!

Personal Belongings: The night before the school day please remind your child to have all their belongings packed and ready to go for the next day. PE clothes, homework, lunch, etc. Delivering items to the classroom can be a disruption and impacts your child's learning time. Let's all work together to make your child more responsible and learn how to solve problems on their own.

All Visitors need to check in with the office and get a visitors badge 😊 Please return the badge to the office when leaving.