



ELEMENTARY ATTENDANCE AT-A-GLANCE

TO REPORT AN ALL-DAY ABSENCE

- Log on to **Family Access** and click “Attendance” to report an absence, or
- Email or call the attendance office for your child’s campus:

CAMPUS	ATTENDANCE OFFICE EMAIL	ATTENDANCE OFFICE PHONE
Cypress Springs ES	csesattendance@dsisdtx.us	737-260-8701
Dripping Springs ES	dsesattendance@dsisdtx.us	512-858-3701
Rooster Springs ES	rresattendance@dsisdtx.us	512-465-6201
Sycamore Springs ES	ssesattendance@dsisdtx.us	512-858-3901
Walnut Springs ES	wsesattendance@dsisdtx.us	512-858-3801

IMPORTANT TIMES

- 7:00 a.m. Campus Opens
- 7:45 a.m. Tardy Bell Rings (Students that enter after 7:45 will receive a Tardy Slip)
- 8:45 a.m. Official Attendance Time
- 3:00 p.m. School is Dismissed

HIGHLIGHTS

- All grade levels are subject to the compulsory attendance requirements.
- Parents have 48 hours to report absences through Family Access, attendance email address, phone call, parent note, or Dr.’s note.
- If a student misses more than four consecutive days because of a personal illness, upon return to school, the student must bring a statement from a health care provider verifying the student’s extended absence

EXCUSED ABSENCES	UNEXCUSED ABSENCES
<ul style="list-style-type: none"> • Documented health care appointments (including Dr.’s note) • Religious Holy Day • Activities related to obtaining a US citizenship • Students in the conservatorship of the state, activities required under court order • Funerals 	<ul style="list-style-type: none"> • Out of town travel • Car trouble • Weather (unless delayed start)

When a student ages 6-18 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student’s parent, as required by law, to remind the parent that it is the parent’s duty to monitor the student’s attendance and to require the student to come to school. Please refer to the DSISD Student Handbook for complete information. Contact the Campus Attendance Clerk for additional questions.