

ATTENDANCE OFFICE



Hours: 8:00 a.m. – 4:30 p.m.
ATTENDANCE FAX: 512-570-2006

Website: classroom.leanderisd.org/webs/rhs.attendance/
Jan Hill, 512-570-2023, jana.hill@leanderisd.org

Consistent attendance in High School is imperative!!

- Students arriving to class late, more than ten (10), will be considered absent from class.
- **EXCESSIVE ABSENCES**– can affect grades, final exemptions, TEA/VOE forms, advancement to the next grade level and warrant attendance referrals to student’s Assistant Principal for campus intervention against truancy.
- **EXCESSIVE TARDIES** –May warrant tardy referrals to student’s Asst. Principal for disciplinary action. If a student is more than ten (10) minutes late to class, the student will receive an absence for that class period.
- Within two days (48 hrs) upon returning from an absence, a student shall provide a note that describes the reason for absence.
- **NEED TO LEAVE EARLY?** A signed note must be brought to the Front Office **BEFORE** the first period of the day. The note must be from a parent/guardian stating what time the student will be leaving, reason, and whether it’s parent pick up or if student is driving him/herself. Student will be issued a "Permit to Leave School" pass, which will serve as a note for the teacher and hall pass to the Front office where student will sign-out.
- For safety reasons, we **CANNOT** accept phone calls to release a student. However, you may fax a note to 512-570-12005 OR sign student out at the front office (must show id).
- If student is being picked up, a parent must sign student out in the front office.
- All notes must include parent signature and phone number.
- Forms for Notification of Absences and College Visits can be obtained in the Attendance Office or attendance website.
- All attendance procedures are in the Parent/Student Handbook.

<http://www.leanderisd.org/default.aspx?name=ps.handbook>



CLINIC/MEDICAL

Hours: 8:00 a.m. – 4:00 p.m.

Jan Carpenter, RN
Phone: 512-570-2007

Fax: 512-570-2006
jan.carpenter@leanderisd.org



- If a student will require the use of any prescription medication that will be used for longer than 10 days, it must be accompanied by a doctor’s order.
- The appropriate forms for both over-the-counter/ prescription medications can be obtained from the clinic or receptionist front desk.
- No medications can be accepted by the clinic without the proper forms. This includes diabetic supplies, inhalers and epi pens. Students carrying inhalers must have the proper documentation in the clinic.
- All medications (Tylenol, Advil, Sudafed, etc.) must be checked into the clinic office. Medications cannot be carried by a student on campus.
- Remember immunizations need to be up-to-date. Immunization requirements can be found on the district home page <http://www.leanderisd.org/default.aspx?name=ps.immunization>.