

## Rouse High School Attendance

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**Attendance Fax:** 570-2006

### When a student is absent:

All absence notes **MUST** be turned in to the receptionist in the front office or Attendance Office with your student's name and ID# on them within 48 hours of your student returning to school. Please, if this is a parent note, include the reason your student was not able to attend school!



### Hours:

You will start accumulating hours if you miss more than 4 times in one class period with the exception of absences covered by a medical/dentist note, Court note, or campus visit note from the university/college.

Each absence over 4 in one class period (per semester) is equal to 1.5 hours. Student will need to make up these hours.

It is the student's responsibility to check if they owe hours. There will be a list posted on the bulletin board next to the attendance window and is updated throughout the year.

### Verification of Enrollment



Is your student getting his/her driver's license? They will have to provide verification of enrollment to the DMV. These forms are available at their Assistance Principal's Office, but your student **MUST** sign up for them 24 hours in advance. Your student will not be provided with a VOE if they owe any hours.

Reminder: absences can affect eligibility for a VOE/TEA form.

### Student needing to leave early....

#### **RHS Is a CLOSED CAMPUS – therefore, obtaining a 'permit to leave campus' is mandatory.**

If your student needs to leave school early, they must bring a signed parent note to the receptionist in the front office **BEFORE** 8:45. Please include whether your student will be picked up or will be driving him/herself off campus. Also, include:



driving

- the reason your student needs to leave early
- student id #
- grade
- Parent signature
- Parent phone number

### **RHS ATTENDANCE WEBSITE**

<http://classroom.leanderisd.org/default.aspx?RHS%20Attendance>

### **LISD Student & Parent Handbook (Attendance Policies)**

<http://classroom.leanderisd.org/users/4080/docs/15-16hsHandbook.pdf>