

ATTENDANCE OFFICE



Hours: 8:00 a.m. – 4:30 p.m.

ATTENDANCE FAX: 512-570-1984

Website: classroom.leanderisd.org/webs/vrhs.attendance/

Sandra Loredo, 512-570-1855, Sandra.loredo@leanderisd.org

Good attendance leads to academic success!

- **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.
- **STUDENT ABSENCE**– 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 Attendance Office ***BEFORE*** school. 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 Attendance 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 512-570-1984 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 and student must also sign out at the attendance office.
- ***All notes must include parent signature.***
- All attendance procedures are on attendance website and the Parent/Student Handbook.

<http://www.leanderisd.org/cms/one.aspx?portalId=79318&pageId=451469>



CLINIC/MEDICAL

Hours: 8:00 a.m. – 4:00 p.m.

Kristy Burrington, RN

Phone: 512-570-1807

Fax: 512-570-9225

Kristy.burrington@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 from <http://vrhs.leanderisd.org/cms/one.aspx?portalId=103467&pageId=259751>
- 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 or <http://www.leanderisd.org/cms/one.aspx?portalId=79318&pageId=323639>