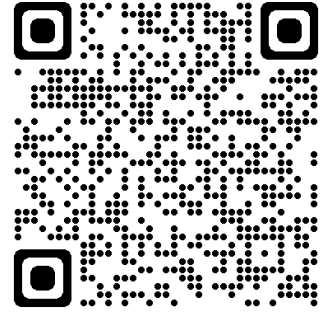


How to - student attendance questions



How to get my unexcused absences fixed?

See attendance QR code around school to look on MAC website, find the attendance page – it has all the requirements and/or instructions for each. Please make sure your full name and student ID are on this.

Teacher marked me unexcused incorrectly?

You will need to discuss w/ your teacher & they must fill out a teacher form they have and turn it into me themselves.

*Any discrepancies will need to be discussed with your Asst. Principal. The attendance office cannot adjust attendance without proper documentation.

I was only tardy, not absent!

You will need to discuss w/ your teacher & they must fill out a teacher form they have and turn it into me themselves.

I forgot/lost my note...

*check the bottom of your backpack/locker etc.

If you cannot find it you need to discuss with your parent/guardian on how to get another.

Do I have to go to Twilight/Saturday school?

Any more than 4 absences from a single class per semester does result in a lower than 90% attendance, you will need to make up hours if you want the credits for your classes!

*** you need to speak with your assistant principal and set this up for you to go & they will go over those instructions/rules with you!

I have personal matters, so would like to keep my medical/psyc/therapist excuse notes private, how?

Your parents may turn them in via the google form (see QR code above) OR may turn in sealed in an envelope to the front desk OR excuse notes may be handed directly to the attendance office desk & mailbox. Please see your counselor if you would like to discuss or have questions. All excuse notes are kept private.

My schedule changed & my attendance got messed up!

*Go talk to the counselor that helped you to get this fixed!

If you cannot find the answer you may also email the attendance specialist at MAC, please use your school email address to do so. Her name is Mylissa Schwartz (mylissa.schwartz@austinisd.org)