

## MAC GOOGLE FORM TIPS & RELATED ATTENDANCE INFO

📧 After each excuse submission it will send you an email receipt for each – please make sure your email does not mark as spam or block emails from sender “Google Forms” ( [forms-receipts-noreply@google.com](mailto:forms-receipts-noreply@google.com) )

📧 The google form is also NOT for complaints about attendance, please remember to have your student speak with any teacher who may have made a mistake or needs to turn in a correction. If needed, you may need to contact the teacher yourself.

📧 If you think a teacher has marked a student incorrectly, do not use the google form but please have your student reach out to the teacher of the marked period. The attendance office cannot edit attendance without teacher or excuse documentation.

📧 Yes, your student can still turn in paper notes at the front office (please remember to save copy/picture for your records), but the google form is highly preferred. These do often can get turned in late OR get buried in the bottom of a backpack or locker until the end of the year.

📧 If you have any major attendance/truancy/skipping class questions, complaints, or safety concerns then please contact your student's assistant principal.

### TIPS if the Google form not working for you?

- double check that the internet connection is good.
- you might try on a different device, like a desktop computer.
- use the google browser usually helps issues w/ AISD links etc.
- also make sure the google account you are logged in with is a parent email account, sometimes it might get confused if you have multiple accounts auto saved/logged in. (parent/ student/ staff
- you may want to try again by first removing the extra google accounts from the saved login.
- The google forms work best signed into google acct, like Gmail your can get one for free here: <https://support.google.com/mail/answer/56256?hl=en>

For technology support issues and questions related to account access, devices, software, and network, please use



our new **AISD Help tile** in the [AISD portal](#).

If you are not able to access your portal account, please feel free to contact us via our AISD Help Desk: **Families:** 512-414-9187 **Students:** 512-414-4357 **Staff:** 512-414-8324