



“Helpful Hints” from the Shepton Attendance Office

Frequently Asked Questions: “What should I do if...”

My child is sick?

Contact the **Attendance Sick Line at 469-752-7600 option 3**. Leave a message with your child’s name, your name, and the reason for the absence. Make sure that your child brings in a note to the attendance office upon his or her return to school; all notes must be turned in within three (3) days of the student’s return. FYI ~ a “parent call” is not an excused absence for a student. A note from a parent must always be turned in following an absence from school for any reason.

My child is late for school?

If your child is late due to a doctor’s appointment, please have him or her bring in the note from the doctor’s office when arriving to school. If your child is late due to illness, please send him in with a note stating that he was ill. Please note that three tardies are the equal to one unexcused absence.

My child needs to leave school early for an appointment?

Please write a note and have your child bring it to the Attendance Office on the morning of the appointment **BEFORE school starts**. The note should state the time that your child must leave school, a telephone number that we can call and confirm the information, and the reason that the student is leaving early. After a parent note is confirmed, the student can sign out in the Attendance Office and meet the parent/guardian in front of the school. This will prevent you, the parent, from having to come into the school and sign your student out and prevent any classroom interruptions.

If a child is leaving school early or will miss time due to travel plans, you must submit a note at least 5 school days prior to the absence. Absence Request letters can be picked up in the Attendance office.

My child needs VOE/TEA Driving Forms?

By state law, a child can not drive until the age of 15. A VOE/TEA form cannot be issued until his 15th birthday. Although many driving schools will allow 14-year-old students to enroll and complete classroom work, they can not complete any driving time until the age of 15.

In order to obtain a driver’s license, students will need a VOE/TEA form. Please sign up at the Attendance Office to obtain this form. The VOE/TEA form is needed to get a permit, get the original license, and/or get a driver’s license renewed at age 17. VOE/TEA forms are only valid for 30 days from the date of issuance, so be sure to sign up just prior to needing the form. It will take approximately 24 hours for the VOE/TEA forms to be processed, so please do not wait until the day you need them.

SUMMER VOE/TEA Forms

The summer VOE/TEA forms are issued during the last week of school. These forms are good from the date of issuance until the first day of the next school year. Please listen for announcements for signing up during the last week of school.