

## Attendance Guidelines

### ABSENCE REPORTING

If a student is absent for any reason, a parent or guardian must report the reason for absence to the Attendance Office. This can be done via phone, email, note, doctor's note, or by completing the o Parents can access the online absence reporting form in several ways:

- 1) Website: <https://www.katyisd.org/MPE>, Absence Reporting.

Or

- 2) Scan the QR code:



All absences are considered unexcused until the parent/guardian has contacted attendance and any required documentation is received by the attendance office.

Doctor Note Required/Failure to Attend Letters - When a student's absence for personal illness exceeds 5 consecutive days or a total of 8 days in a six-month period, the student shall present an original "doctor's excuse" for any additional absences due to illness. For this reason, it is best to provide a doctor's note whenever possible. If doctor's note is not provided, the student will be marked as absent unexcused.

### ARRIVAL:

Students that arrive after 7:50 am will be marked tardy. They must check in through the attendance office accompanied by an adult.

Students will be marked absent unexcused for the entire day when arriving after 9:20 am with no excuse.

DISMISSAL: For safety and security reasons, we ask all afternoon early students checkout to be completed no later than 2:00 p.m. Your cooperation is appreciated.

### NEW ATTENDANCE RULES FOR 2023-24 SCHOOL YEAR:

The most effective and fastest way to report an absence is by filling out the form on the school's website. This form must be filled out before 12:00 pm to be processed the same day. If the absence report is received after 12: 00 pm, it will be processed the next day.

Parents can also call the school to report absences.

If you have a medical excuse or Dr. note, please make sure to turn it in the front office as soon as your student returns to school or send it to the attendance clerk email within 3 days of a student's return. We appreciate notes coming on time.

Attendance Clerk email: [mariachacin@katyisd.org](mailto:mariachacin@katyisd.org).

Office telephone: 237 2815850

### CHANGES OF TRANSPORTATION:

All transportation changes must be sent to the office in writing (either by email or by parent note). And must be signed and dated by the parent/guardian. CHANGES OF TRANSPORTATION WILL NOT BE TAKEN OVER THE TELEPHONE. This request must be accompanied by the identification of the guardian no later than 1:00 PM in regular days and 11:00 am on early dismissal days.

### STUDENT CHECK-IN AND CHECK-OUT

Students are REQUIRED to check in and out of school through the Attendance Office.

Students may NOT leave the campus or building at any time or for any reason during the school day without checking out through the Attendance Office.

### WHO CAN CHECK OUT A STUDENT?

Only a person specified as parent/guardian on their student enrollment card may check a student out of school or authorize another individual to pick up the student for them.

Parent/guardian: Parents/guardians listed on the enrollment card may check their students out. They must come to the front office with their photo ID.

Authorized adult: If a parent/guardian wants someone other than a parent/guardian to check their student out from school, they must send WRITTEN permission with a copy of their driver's license and the full name of the authorized person to the appropriate attendance clerk. NOTE: The written authorization MUST HAVE a copy of the parent/guardian's driver's license and include the name of the person picking up the student, the reason, and the time they need to check out. This applies even if the person is an emergency contact.

NOTE: Students will NOT be released during the school day to a rideshare service.

### REQUEST FOR SPECIAL ABSENCE

Occasionally, a student needs to be absent for a special reason (i.e. family trip, sports event, etc.). The student should obtain a Pre-Arranged Absence Form from the Attendance Office prior to the absence. The completed form may be returned to the Attendance Office or to the grade level principal for a status determination (excused or unexcused).

### COMPULSORY ATTENDANCE

If a student has 3 unexcused absences in a 4-week period or 6 unexcused absences in 6 months, the parent will receive a Compulsory Attendance Notification. The parent should contact the attendance office to correct any errors. If the absences are not corrected and unexcused absences continue, further Truancy Prevention Measures may be taken. This is the first warning in the process.

For detailed information regarding attendance policies, please refer to the Discipline Management Plan and Student Code of Conduct, and the Student Handbook.

Para obtener información detallada sobre las políticas de asistencia, consulte el Plan de Gestión de Disciplina y el Código de Conducta del Estudiante, y el Manual del Estudiante.