

What To Do When Your Child Is Absent from School

- Call **MCJH Attendance Office** the morning of the absence:
281-237-3905

Leave a message with the following information: child's first and last name (please spell it also), child's grade level, reason for absence, your relationship to the child; such as mom, dad, etc.



- OR you can **email the Attendance Clerk** with the same information as above:
CristalMedellin@KATYISD.ORG
- OR **fax** the above information to **281-644-1650**.
- OR **send a note** with the above information with your child upon their return to school.
- However, if your child is absent 3 or more days a letter regarding unexcused absences will be sent out from the **KISD Truancy Dept.** So, it's best if your child is out for more than 2 days to call, email or fax the Attendance Office.

Just for your information:

- Absences due to vacation or visiting grandparents, etc. will **not** be excused. However, your child will be able to make up all his/her work without penalty.
- It's a good idea to send a note ahead of time with your child with the dates of absences for those who plan to be absent for vacation or for any other reason. Assignments for those dates will not be given to the student until they return to school.
- **Assignments** can be requested for any student who is absent at least **3 days**. Upon the 3rd day you can call the Attendance Office (281-237-3905) and request your child's assignments. The assignments will be requested from your child's teachers that morning and will be sent to the Attendance Office to be picked up after 2:00 p.m. Please call by 10:00 a.m.