**Attendance Information for Parents**

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**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 online absence reporting form: [**Report an Absence Online - KJH**](https://www.katyisd.org/Page/5166)

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 Parents can use this form instead of a parent call/note/email to report student absences.

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

Please make every effort to turn in all absence notes, doctor notes, etc. within 5 days of the student’s return to school.

**STUDENT CHECK-IN and CHECK-OUT**

* Students are **REQUIRED** to check **INTO** school through the **Attendance Office** and **OUT** of school through the **Front Office**.
* Students may NOT leave the campus or building at any time or for any reason during the school day without being checked out through the Front Office.
* Parent/guardian or emergency contact must come to Front Office to check out a student.

**WHO CAN CHECK OUT A STUDENT?**

* **Parent/guardian or emergency contact:**  Parents/guardians or emergency contacts listed on the enrollment card may check their student out of school.  They must come to the Front Office with their photo ID.  Electronic copies of photo ID’s are not accepted per Katy ISD.
* **Authorized adult:**  If a parent/guardian wants someone other than a parent/guardian or emergency contact to check their student out from school, they must send **WRITTEN permission with a copy of their driver’s license attached stating the date, student name, reason, time they need to leave, and person checking the student out of school. Only a parent/guardian can grant this permission.**

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

**KATY ISD TESTING CENTER**

Students who have an appointment at the Katy ISD Testing Center must bring a pass back to the Attendance Office when they return to school for their absence to be excused.

**FAMILY EMERGENCY or FUNERAL**

Please notify the Attendance Office by email of a family emergency or funeral. The nature of a family emergency will need to be disclosed for Administration to consider the absence to be excused or unexcused. All correspondence is kept confidential between the Attendance Office and Administration.

**COLLEGE or MILITARY VISITS**

This applies only to high school students.

**PREARRANGED ABSENCES**

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 which will be sent to the grade-level principal for a status determination (excused or unexcused).

**VERIFICATION of ENROLLMENT (VOE) for STUDENT DRIVER’S LICENSE**

Parents may request a VOE by sending an email to the Attendance Office. VOE’s are good for 30 days from the date of issuance by the school during the regular school year. VOE’s will be delivered to students within 24 hours of the request.

NOTE: Summer VOE’s will be issued during the last week of school and are good through the summer.

**VIEWING YOUR STUDENT’S ATTENDANCE RECORDS**

To view absences for your student, go to Home Access Center and select Attendance Tab. Days with absences will be color coded. To see detailed information, hover over the date to see period and reason.

**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.

**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 note whenever possible.

**ATTENDANCE FOR CREDIT**

In addition to compulsory attendance, a student must attend at least 90 percent of the days the class is offered to received credit. These absences include excused and unexcused absences*.*

**For detailed information regarding attendance policies, please refer the** [**Discipline Management Plan and Student Code of Conduct**](https://www.katyisd.org/cms/lib/TX50010808/Centricity/domain/3831/documents/Discipline_Management_Plan.pdf) **and** [**the Student Handbook**](https://www.katyisd.org/cms/lib/TX50010808/Centricity/domain/4/documents/Student_Handbook.pdf)**.**