



Registration and Attendance

Maricela Murillo – Registrar and Attendance Clerk

Phone: 281-237-6850

Fax: 281-644-1595

MaricelaMurillo@katyisd.org

Reporting an Absence

- On the day the student is absent, the parent/guardian should call the Attendance Office at **281-237-6850**.
- If the school does not receive timely notice regarding an absence, the parent will receive an automated phone call after 3:00pm indicating the student has an unexcused absence. Please contact the school the next day, or have the student bring a signed note or doctor's note so the absence can be excused. The note must include student's first and last name, teacher, reason for the absence and date(s) of the absence.
- "Family Emergency" is not considered an excused absence. Details of the family emergency must be provided to the attendance clerk to determine if the absence(s) will be excused.
- If three or more unexcused absences occur within a four week period, a Compulsory Attendance Notification will be sent by the Katy ISD Police Dept. If after 5 days the absences remain unexcused, a Court Warning Notification will be mailed.
If you do receive a Compulsory Attendance Notification (CAN) letter please contact the attendance clerk immediately so the absences can be reviewed and cleared up. ***You only have 5 days to amend the absences or a Court Warning letter will be sent. Once the Court Warning is sent, it is very difficult to resolve the letter with the Police Dept. *Doctor notes are then required for future absences to be excused.*

Tardies

The tardy bell rings promptly at 8:20am and the students must be in class, ready to learn at this time. Any student not in their classroom at 8:20am will be marked tardy. Students must obtain an admittance slip from the office.

Bad weather and traffic are not excused. Please plan accordingly on bad weather days for possible delays.

Even though PreK and Kindergarten are not mandatory grades for the State of Texas, once a child is enrolled in a public school, he/she must follow the State's Compulsory Attendance Guidelines.

For more details concerning Texas attendance laws, please refer to the Discipline Management Plan and Student Code of Conduct booklet from the district.

Early Checkouts

If your child is checked out before 10:00am he/she will be considered absent. Any student that is checked out after 10:00am will have a partial day absence. Any adult checking out a student must be either listed as a guardian on the enrollment card OR separate documentation must be sent to the school on the day of check out. Emergency contacts may not check out students unless there is an emergency situation. (i.e. student illness).

Students may NOT be checked out after 3:15pm as they will be moving to their dismissal locations at this time.

Family Vacations

Please plan your vacations during the summer, Thanksgiving, winter or Spring Breaks. All absences for vacation during the school year are UNEXCUSED.

Registration

Please visit <http://www.katyisd.org/parents/Pages/Registration.aspx> for up to date registration information including dates and times of registration, documents necessary to complete the enrollment process and immunizations requirements.

Withdrawals

Parents should notify the registrar 24 hours in advance when a child is withdrawing, so withdrawal papers can be printed for the parent's signature. Library books need to be returned and cafeteria accounts cleared. The parent will provide the new school with the signed withdrawal documents.