

Katy Independent School District  
**Pre-arranged Absences**  
**Decision and Acknowledgment**

Name of Student	Date Request Received
Homeroom Teacher or Grade Level Principal	Grade Level
Date(s) of Absence Requested	Number of School Days
Reason Specified for Absence	

Attention Parents/Guardians:

Thank you for notifying the school in advance of your child's anticipated absence from school. The request was reviewed regarding the reason for absence and the following decision has been made *in accordance with Katy ISD policy*:

**Absence Classification:**

**Excused.** The reason for the absence is in accordance with the definition of an excused absence as stated in the Katy ISD attendance regulations.

Please note: The State attendance for credit law requires that students must be in attendance 90% of the days each class is offered (based on whether the class is a full year or a single semester course) in order to receive credit or be considered for promotion. While this absence is excused, the student must still be present in class 90% of the days each class is offered to be given credit or be considered for promotion to the next grade level. Students who fall below the 90% threshold must request, in writing, that an attendance review committee meet to consider alternative learning activities for regaining credit and/or to be considered for promotion.

**Unexcused, Pre-arranged.** The reason for the absence is not one of the circumstances acceptable for an excused absence. Although it does not meet the criteria for an excused absence, parents may choose to have their student miss school with the understanding of the consequences listed below.

Please note: Unexcused absences may result in violations of the State compulsory attendance laws. A violation occurs when a student is absent without excuse for three (3) or more days or parts of days in a four-week period OR ten (10) or more days or parts of days in a six-month period. After three unexcused absences, a Compulsory Attendance Notification will be automatically generated and emailed to the student's parent/guardian. Once the student has eight unexcused absences, he/she may be put on an Attendance Improvement Plan. If a student has thirteen (13) unexcused absences in a six-month period, and truancy measures have been unsuccessful, the student may be referred to a Fort Bend County Truancy Court or the Harris County TRIAD Prevention Program. In addition, students must be in attendance 90% of the days each class is offered (based on whether the class is a full year or a single semester course) in order to receive credit or be considered for promotion. Students who fall below the 90% threshold must request, in writing, that an attendance review committee meet to consider alternative learning activities for regaining credit and/or to be considered for promotion.

**Assignments During Absence**

Students will have to make up all work upon their return to school. [Students will be allowed to complete all assignments missed while the student is absent if returned within the timeframe established by the teacher. Assignments not completed within the timeframe established may be given a grade penalty.]

If your student is experiencing academic difficulty, you are encouraged to give special consideration to the impact the absences have on your student's academic success. If there are any questions regarding this decision, contact me or the ADA/Registrar:

Name of Principal/Assistant Principal	Phone Number
Signature of Principal/Assistant Principal	Date

Name of ADA/Registrar	Phone Number

**Parent Acknowledgment**

My signature below acknowledges that I have read the above information regarding Compulsory Attendance and Attendance for Credit, and I understand the potential consequences.

Name of Parent/Guardian	Phone Number
Signature of Parent/Guardian	Date