

Important Attendance Information

If your child is absent from school, please remember to send a note stating why your child was absent. On your note include your child's first and last name, grade level, the date(s) of the absence, reason for absence and your signature. Turn the note into the Attendance Office within five school days of the absence. If we do not receive the note within the five school days, the absence will be coded as an unexcused absence. Please refer to **pages 31 – 34 and 137** in the KISD Student Handbook Intermediate School. If you take your child to the doctor, please ask for a doctor's note and return the note to Mrs. Hart in the Attendance Office as soon as your child returns to school.

If you have any questions regarding absences, please contact Mrs. Hart, the Attendance Secretary at 832-249-5404. Thank you.