

**Attendance Counts. Every class, every day.**

**Attendance Secretary**

Paula Penn

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Reminder: parents please report absences at any point of the day.

**Stay In School Program Information**

As part of this *Stay in School Program*, we require written documentation for excused absences. It is **mandatory** that a parent/guardian send a **written note** to the Attendance Office **within five (5) school days of the absence**. If a note is not received from the parents or physician's office within this time frame, either by hand, fax, or email, the absence will remain unexcused. The parent/guardian will receive a warning letter from the District attorney **after three (3) or more unexcused absences within a four week period** or **ten (10) or more absences in a six month period**. Klein ISD cooperates with the Harris County District Attorney's Office in an effort to encourage student attendance. If unexcused absences continue after the warning, then the student and parents may be subject to charges for truancy.

**Information for parent notifications:**

In order for an absence to qualify as excused/extenuating, the parent/guardian of the student must send a written note signed by the parent explaining the date(s) of the absence and the reason for the absence. This notification must be received within 5 days in order to be considered excused. Please include the student's full name, the date, the reason, the parent signature, and the parent phone number.

Students are counted absent from each period that they are not in attendance. A student missing more than 15 minutes of any class will be counted as absent from that class!

*All notes received in the attendance office are time stamped upon receipt.*

Information on attendance requirements can be found in the student handbook on pages 31-39.