

Packsaddle Elementary School
150 Pioneer Lane
Kingsland, Texas 78639
325-388-8129
325-388-7000 Fax

August 25, 2014

Dear Parents and Guardians:

I want to take the time to share this information with you. Some of you are using this already, but for the people that have not used this resource, I hope this will make your lives and school year a lot easier and brighter!

We are encouraging parents and guardians to begin emailing your "Parent Notes" and/or "Medical Notes" to the Packsaddle Elementary School Attendance Secretary, Lisa Hicks, lhicks@llanoisd.org when your child is absent from school. Please continue to send notes with your child if you are not able to use this resource.

ABSENCES- If a student is absent from school for any reason, a note is needed from the parent or guardian to re-enter. The written or emailed note should include the following information: Student's full name, Date of absence, Reason for Absence, Signature or Typed name of parent or guardian

Please do not rely on the clinic to fax the note from the doctor to the school. The school does not always receive the fax.

Please email or call Ms. Hicks when you know your child will be absent from school for more than 1 day.

Refer to the Packsaddle Elementary School Student Handbook 2014-2015 for further information regarding attendance.

NEW REQUIREMENT FOR PACKSADDLE STUDENTS Please turn in a written parent note to the office prior to checking your child out of school for the day.

Please call me at 325-248-2289 if you have any questions or concerns.

Sincerely,

Aimee Shannon
Llano I.S.D.
Attendance Officer