

Patti B. McFee Elementary School
19315 Plantation Cove Lane
Katy, Texas 77449

Donna Harden, Principal

281-463-5380

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Welcome to McFee and to a year that the staff and I know will be phenomenal! Please know that YOU are one of the most important people on our team as we work together to create an environment that will ensure the success of each and every one of our students. We are all very excited to be part of your child's life and hope you will feel comfortable contacting any of us if there is any way we can be of help to you.

Please note: the first four days of school all students should wear one of the pre-printed transportation stickers that were included in the "First Day Packet." These stickers indicate the address of the child and how the child will be going home. Directions for the use of these stickers are included elsewhere in this packet. Should you need additional stickers, please come by the front office where you can pick up some blank stickers that can be used for this same purpose.

The first few days of school can be very overwhelming, for students, teachers and parents! However, there are several forms in this packet that are **CRITICAL** that you return to us immediately:

1. **Emergency Information and Medical/Parent Authorization Form:** If you were a previous student, information from last year has been pre-printed on this form. New students filled out the form when they registered. Please be sure to review the information that has been pre-printed and make any corrections that are necessary. You will note that this form also asks for your permission for a number of issues. **Please review both sides** of the form and mark whether or not you give permission for each issue. Your signature on this form is required.
2. **Student Sign In/Out Card:** This is the form we will ask you to sign any time you sign your child in late or check your child out early. Please fill out only the top part of the form.
3. **Transportation Home for First Day of School:** One of the issues we like to resolve as soon as possible on the first day of school is the determination of how each child is going home that day. Even if you have placed the appropriate transportation sticker on your child, the possibility exists for it to be taken off or lost. Therefore, completing this form provides us with the information we need to make sure your child gets home, or wherever he/she may be going, safely, especially on the first day of school!
4. **Transportation Form (campus form):** It is critical that this form be filled out so that we will know what form of transportation your child will use on a **permanent** basis at the end of each day. **Please be reminded that any changes in transportation can only be made through a written note from the parent/guardian.** We appreciate you taking the time to fill this out.
5. **Student Publications Permission Form:** Please complete this form and indicate whether or not you give your permission for your child's picture to be published in various school publications.
6. **Special Information Form:** This form will give you an opportunity to tell us anything that you think we need to know about your child. Thank you for sharing this information with us!

Other forms are included in the packet, and we request that you complete these and return them at your earliest possible convenience. In addition, the packet contains a variety of pertinent information that I feel sure you will find enlightening.

I know all this information and all these forms can be overwhelming, especially if you have more than one child at our school. However, your cooperation in completing and returning the requested information will help us to provide your child with the care and support he/she needs. Thank you for taking the time to complete all these forms and return them to us immediately. Please don't hesitate to let me know if I can answer any questions for you or do anything to help make this year more successful for your child.