



Welcome to Cockrell Elementary

Office Procedures

Visiting the School:

ALWAYS bring photo ID when visiting the school for any reason. You will not be allowed into the school without it. Driver's licenses and passports are acceptable forms of photo identification. **PICTURES OF DL OR PASSPORTS ON PHONES WILL NOT BE ACCEPTED.**

ALWAYS make sure your **YELLOW VISITOR** is visible to everyone. We would greatly appreciate it if the sticker could be worn either on the LEFT or RIGHT of the upper chest area. THANK YOU!

Volunteering? If you are ever going to be a volunteer at the school in any capacity, you must fill out the Volunteer background check. It can be found under the PARENT tab on the Cockrell Elementary Website. It can take a few days to process so fill it out early.

Checking Your Child Out:

As part of our safety and security measurements this year and every year, we will **NO LONGER** release students after 2:45. If you have an appointment later in the day, please check your child out prior to 2:45. Please also note, that we **DO NOT** call students ahead of time so please plan accordingly.

ALWAYS bring your ID when you come to check out your child and allow 10-15 minutes. It can take some time for your student to gather their belongings and make it to the front of the school

Dropping off Items:

Lunches: If your child forgets their lunch, you may drop it off on the shelf 10 minutes **BEFORE** your child's lunch time. Please use the provided labels and put your Child's Name and Teacher's Name on it. At each lunch time we will have an adult take **ALL** lunches from that grade level at lunch and take to cafeteria. For the security of our students, we ask that you please refrain from asking your child to meet you to grab their lunch from you in the front foyer. If you would like to meet you child in the cafeteria and hand them their lunch you may but please sign in the front office first.

As a reminder and district policy, Cockrell Elementary does **NOT** accept food deliveries from Grubhub, DoorDash, etc. This is for the student safety so please **DO NOT** utilize these services to deliver food during the day for your child. THANK YOU!

Other Items (water bottles, library books, etc.): We do not interrupt instructional time to deliver the items. Items delivered before each grade level lunch will be delivered at lunch time. Any items delivered after lunch time will be delivered after **2PM**. You are welcome to email your child's teacher but they may not get it until the end of the day or the next day, as teachers are busy teaching and supervising students. **Exceptions** will be made for things such as eye glasses, retainers, contacts or other essential items.

Transportation Changes:

If you know the night before about a transportation change that your child will have for the next day please email the teacher. If you get a response from the teacher there is no need to call the front office about the change unless it's change about a bus stop or someone else picking them up from the bus stop, or someone else picking them up.

If you need to change the way your child is getting home the day of (walker to car rider, someone else picking up) please call the school no later than 2:00 PM at 945-678-2300. We understand that emergencies happen but we ask you to please call before the cut off time so we can have enough time to make sure we get out transportation messages out in a timely manner.

ATTENDANCE:

We value attendance in Prosper ISD and want your student to be here! The process for submitting absences is simple. Below is a breakdown of how to submit attendance (please go to our Cockrell website and familiarize yourself with PISD attendance procedures by reading Attendance At-a-Glance).

ATTENDANCE NOTE REMINDERS:

If you have a doctor's note (full or partial day absences) it should be submitted electronically. We do not take the physical copy at the office. You need to submit it via email to

Cockrell-attendance@prosper-isd.net

Only the exact dates listed by the Doctor's note will be excused. If you are visiting on day two of an illness, please ask them to include the previous days missed on the note. YOU WILL NOT NEED TO SUBMIT A PARENT NOTE IN SKYWARD IF YOU SEND ME A DOCTOR'S NOTE.

To submit a parent note for Illness, vacation, or other days out, please submit your absence through SKYWARD. Instructions on how to submit an absence are in Skyward Family Access.

Instructions on how to submit an absence on your Skyward Mobile App.

PLEASE NOTE: A total of four (4) Skyward Absence Requests per semester (these cannot be carried over) can be excused as a parent note. Once this maximum has been met, absences will be considered unexcused.

If a note is not submitted the absence will be marked unexcused. We will correct past absences but prefer the notes be submitted within 2 days upon returning to school. Please allow 2-5 business days to see the Skyward update. These are manually entered. If you have not seen the update within 5 days, please email me directly at cockrell-registrar@prosper-isd.net to look into it.

BUS INFORMATION:

When parents are filling out the enrollment form and they select transportation, they must also submit the Transportation Request Form (Visit Prosper-isd.net and go to the Departments tab -> Transportation

For any student that has moved and is now living in a different school zone, the parents have to fill out the Transportation Change Request Form. We will be unable to see the students' change in our system until the following day after they have attended school for the first day and his/her record has been updated.

It may take up to a week before bus services start upon enrollment. Please make alternant arrangements for your child to be picked up until you have received verification from transportation that your student has bus services. Parents need to start monitoring their students Skyward account the day after they put in their request until they see the busing information. You also need to periodically check to see if any changes have happened. Sometimes we have to split or move a stop from bus to bus or to another bus. This usually changes the stop time, so they need to be aware of the change.

MY SCHOOL BUCKS:

From the cafeteria to the classroom, pay anytime through myschoolbucks, anywhere from your mobile phone or computer.

We hope you find this information helpful. If you are new to Prosper ISD, please visit PISD Districts website at www.prosper-isd.net, click on Menu, then click on Welcome to Prosper ISD and you will find quick links to other information you may have questions about.

If you would like to reach the front office for additional questions you may call 945-678-2300.

Please let us know how we can help you in any way. We are here to for you!

*Thank you,
Cockrell Front office*

Ms. Gasmire- Principal

Mrs. Gee – Assistant Principal

Mrs. Ice - Counselor

Mrs. Scozzafava - Secretary

Mrs. Wilson- Nurse

Mrs. Holt – Registrar

Mrs. Crooks – Student Support Clerk

Mrs. Leland – 504 Testing Coordinator

Mrs. Elvia – Receptionist