

Student Attendance Protocol: Quick Reference

Under Pennsylvania law, all students between the ages of six (6) and eighteen (18) must attend school every day. Once a student is enrolled in school, this includes students in kindergarten, they are subject to this law until age 18.

Definitions

- 3+ Unexcused Absences = Truant
- 6+ unexcused Absences = Habitually Truant
- 10+ Unexcused Absences = Chronically truant



Half Day

- K-8 Schools: A student coming to school two (2) hours, 9:30 AM, after the start of the school day, or leaving two (2) hours, 12:00 noon, before the end of the school day, will be marked as half-day absent.*

**If the child has a note from a licensed healthcare provider (Doctor, Dentist, Psychologist, Psychiatrist etc.) they will be marked as half-day excused (AM or PM). The note must be given to the school upon return from the medical provider, within 24 hours of the visit. If the student does not have a note, the half-day will remain unexcused.*

Lateness/Tardy

K-8 Schools: A student that comes to school after the start of the school day, but less than two (2) hours, before 9:30 AM, after school starts will be considered late.

Early Dismissal

K-8 Schools: A student that leaves school after 12:00 noon, will be marked with an early dismissal.

Parental Notice of Absence (Written Note)

It is recommended that all excuse notes be sent through Dojo.

- Provide written excuse notes to the school within **three (3) days** upon the student's return to school from an absence.
 - Excuse notes should be submitted through dojo but a note can also be brought to school.
 - Excuse notes must be given to the school within **three (3) days** upon the student's return to school. If the note is not submitted to the school within the required time frame, the day(s) may not be excused.
 - Excuse notes must include a valid telephone number or other means of contact for verification purposes.
- All absences resulting in a total of three (3) or more consecutive days due to illness will require a written excuse note by a licensed healthcare provider. *An excuse note from a healthcare provider may also be submitted in lieu of a parent note for any absence.*
- For all absences and those that do not total three (3) consecutive days, parents may submit a written excuse note through dojo stating the reason for the absence.
- When a student has been absent due to illness, excused with a parent note, totaling eight (8) days (cumulative), **all subsequent absences Will Require A Written Excuse Note From A Licensed Healthcare Provider.**