

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 after the start of the school day, or leaving two (2) hours before the end of the school day, will be marked as half-day absent.*
- True Middle Schools (serving grades 6-8 only) and High Schools: Students are not marked as half-day absent. Students are coded accordingly per class/instructional period.

**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 (Late days do NOT count as absences)

- K-8 Schools: A student that comes to school after the start of the school day, but less than two (2) hours after school starts will be considered late.
- True Middle Schools and High Schools: When a student arrives late, does not scan in, and goes directly to the classroom, the teacher will mark the student tardy for the class/instructional period.

If the student has a written excuse note from a licensed healthcare provider, it will count as an excused lateness.

Early Dismissal (Early Dismissals do NOT count as absences)

- A student that leaves school at any other time during the day, outside the parameters set in the half-day absence/lateness procedure, will be marked with an unexcused early dismissal.*

**If the student has a written excuse note from a licensed healthcare provider, they will be marked as excused early dismissal. The note must be turned in within 24 hours of the student leaving school for it to be excused.*

Parental Notice of Absence (Written Note)

- Provide written excuse notes to the school within **three (3) days** upon the student's return to school from an absence.
 - Contact the child's school to verify ways excuse notes may be submitted.
 - 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 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 may require a written excuse note from a licensed healthcare provider.