

# ATTENDANCE & TRUANCY

## REVIEW FOR PARENTS



### ATTENDANCE POLICY & ABSENT NOTES

- All absences need a written note from a parent/guardian to be marked as “excused”
- Reasons for an Excused Absence:
  - Illness
  - Family Emergency
  - Recovering from an accident/injury
  - Death in the family
  - Vacation (prior approval needed)
- Absent notes must be turned in within 3 days of returning to school
  - Once a student has been absent 10 days or more, a doctor’s note or an “Explanation of Absence Form” is required or the absence will be unlawful. This form is provided by the main office.
  - Vacations need to be pre approved by the building principal. A letter stating how the trip will be educational needs to be sent to the principal prior to the absence.

Parents can email absent notes to: [hces-attendance@upperdarbysd.org](mailto:hces-attendance@upperdarbysd.org)

\*\*Emailing your student’s teacher does not count as a written note. If you are providing an absent note via email it must be sent to the above email address\*\*

### Illegal Absences

If the student is under age 17 → It is *legally required* that your child attend school

- Any absence from school without a note from a parent/guardian is considered an “illegal absence” and will be marked as a “Truant” day

#### 3 Illegal Absences:

- An Official Notice of Illegal Absence goes home via email (or US Mail)
- Invites parent/guardian into school for a School Attendance Improvement Plan (SAIP) Meeting
  - \*Goal is to figure out why the student is missing school and how we can best support them\*

#### 6 Illegal Absences:

- “Habitually Truant” and the consequences could be more severe
- The school district *may* file a Truancy Citation to go to Truancy Court
  - Judge hears case and decides on a consequence
  - Example: monetary fines, participation in community-based referral, etc.

