



Attendance and Volunteer Clearance Policies

Attendance

Parent notes: Parents can write 10 parent notes for excused absences.

Doctor notes: A doctor's note is required for all absences lasting more than 5 days and when parents have used their 10 parent notes.

Tardies: When a student has accumulated sufficient unlawful tardies it will be converted to an unlawful absence.

Vacation days: Parents can request approval for up to 5 vacation days per year. The principal needs to approve the absence prior to the absences taking place.

Unlawful absences: Any absence which does not meet the definition of an excused absence. See the attendance guideline for examples.

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Clearances

The West Chester Area School District recognizes that volunteers can make valuable contributions to the school district's educational and extracurricular programs. Please submit your clearances to the school where your youngest child attends:

Act 34 - PA Criminal History Check

Act 151 - Child Abuse Clearance Statement

Act 114 - Federal Criminal Check

Forms are available online at www.wcasd.net. Click on Volunteer Clearances under the Families & Students tab.

School Board Policy 916 will govern School Volunteers.