



# Attendance 101

Sharon MacNamara  
smacnamara@wcasd.net  
phone 484-266-2518 ♦ fax 484-266-2599

## Attendance

- Please call the **Safe Arrival Line 484-266-2510** if your child will be absent or arriving late to school.
- An signed absence note must be turned in to school within 3 days of the child's return to school. *Please note, we are unable to accept an email as a parent note as the note must have a signature.*
- If your child was seen by a doctor during their illness, please turn in documentation of their visit as well.
- A maximum of 7 absences per school year may be excused with a written parent note (PN). Any additional absences will require a doctor's note (DN).

## Lateness

- All students are expected to locker and report to their home room by 8:05 a.m. every day. Students arriving after this time will be considered unexcused tardy (TDY).
- A tardy is defined as a minimum of one minute of lateness to school. Eight (8) tardies to school will be considered one (1) unlawful absence in grades K-8.
- Late arrivals to school due to medical appointments (doctor, dentist, orthodontist etc.) will be excused (ET) with a note from the practitioner.
- Any late arrival where the student does not arrive by 11:30 am will be considered a full day absence.

## Early Dismissals

- If your child needs to leave school early for an appointment, please send in a note on the day of the appointment indicating the time you will pick them up and whether or not they will be returning to school. Please send in a note from the practitioner upon their return to school.
- Any early dismissal where the student leaves before 11:30 a.m. and does not return to school will be considered a full day absence.

## Family Vacations

- Students may be excused from school for up to 5 days of school per year for a family vacation. Family Vacation days (FV) must be pre-approved by the Principal. A Family Vacation form must be completed and turned in to the office prior to the absence. Please submit vacation requests at least 1 week in advance to Mr. DiAntonio, [jdiantonio@wcasd.net](mailto:jdiantonio@wcasd.net) . Once the request is approved, your child can pick up a Family Vacation form from the office.