



Heather Mazza

Attendance Secretary

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### Attendance

- Please call the Safe Arrival Line 484-266-2710 if your student will be absent or arriving late to school.
- After an absence, a hand-signed parent note, a note from a parent's e-mail or a doctor's note must be submitted to the office with student's name, grade, date and reason for their absence. If documentation is not provided within 3 days of your student's return, the absence will be considered unlawful.
- A maximum of 10 parent notes (PN) per school year may be excused. Any additional absences will require a doctor's note (DN).

### Lateness

- All Students are expected to locker and report to their homeroom by 8:05 AM 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-12.
- Late arrivals to school due to medical appointments (doctor's, dentist orthodontist, etc.) will be excused (ET) with a note from the medical office.
- Any late arrival where the student does not arrive by 11:30 AM will be considered a full day absence and the student will not be allowed to participate in after school sports/activities.

### Early Dismissals

- If it is necessary for your student to leave school early, a hand-written request by a parent must be presented to the office upon the student's arrival to school. A pass with the dismissal time will then be given to your student (No parent sign-out required). In cases where a note is not provided, the parent/guardian is required to sign the student out in the main office at the time of dismissal.
- Any early dismissal where the student is gone for more than 60 mins & < half-day must provide a note from a medical office or the time missed will be considered Unexcused Early Dismissal (UED). Parents have the option to use a one of the 10 full day Parent Notes (PN) to excuse the time missed from school, however it must be communicated to the Attendance Secretary.
- Any early dismissal where the student leaves before 11:30 AM 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 grade level Administrator. A Family Vacation form must be completed and turned into the office no fewer than five (5) days prior to the proposed trip. Once approved, Power School will reflect FV (Family Vacation) on the days of the trip. Parents will be contacted via e-mail if the trip is not approved.

### Forms

- Absence Note: [Excuse Form.PDF \(wcasd.net\)](#)
- Vacation Request: [AbscenceForm \(wcasd.net\)](#)