

Attendance Procedures

If your ***student is missing school***, please call ***484-266-3310*** to report the absence the morning of the absence.

If your ***student needs to be dismissed early*** and you have not sent your student to school with a note regarding the early dismissal, ***please call 484-266-3318***

Late to School: Students will be permitted 4 Unexcused "Lates" to school per semester.

For "Late" #5-#8, a Late Room will be scheduled for the student. Nine or more events of unexcused lateness to school will result in Saturday School for each "Late".

Entering school after the start of the day from a doctor's appointment will be excused and not count toward the "Late" total if the student brings a note from the doctor's office upon arrival to school that day. A parent note cannot be accepted in place of a doctor note.

Absences are recognized as Cumulative or Non-Cumulative.

Students are allowed 20 cumulative absences per year/10 cumulative absences in a one semester course

Cumulative absences include:

PN Parent Note -maximum of 7 days allowed per year

FV Family Vacation – maximum of 5 days per year, with teachers and Grade Level Administrator approval prior to absence.

LAW Unlawful absence – for student under 17

UNX Unexcused absence- for student 17 and older

PLEASE NOTE: A parent or doctor note is due into the Attendance Office within 3 days of the student's return. If notes are not handed in during that time period, the student could receive an Unlawful Letter.

Non-Cumulative absences include:

DN Doctor's Note for illness

CV College Visits

RH Religious Holiday

NN/NE Nurse Dismissal

DE Death in Family

SUS External Suspension

ACT School Activity

Family Vacation: The Family Vacation form is located on the HHS website and must be signed by each student's teacher and turned in to the Attendance Office a week before the trip for Administrator approval.

College Visits: Proof of a college visit needs to be turned into the Attendance Office. Accepted forms of proof are: an e-mail from the college that states date of tour, a dated parking pass from the college from the day of visit, a letter from the College Admission Office received on the day of the student visit (College Admission Offices usually have pre-printed letters for high school Attendance Offices)

If travel days are needed for a visit, please send in a parent note with the travel dates noted.