PA state law requires written documentation anytime a student is not at school.

- **Calls to the attendance hotline are no longer required!**
- SchoolMessenger will send an automatic phone call to parents/guardians if a student has been marked absent from homeroom. If you feel the call was made in error, and that your child is actually at school, please call the office at 610-269-5656 to verify.
- If a student arrives late we need written documentation - either a doctor or parent note. **Please note:** Not all lates are excused, even with a parent note. See the Parent Handbook for acceptable reasons a student may be late to school.
- If a student is leaving early we need written communication sent to the office the morning of the early dismissal. Early dismissals require a Parent/Guardian signature. Forms can be found at the office.
- Any time you have an emergency need for an early dismissal, please call the school office at 610-269-5656.
- Absence notes need to be received at the school within three days of the student’s return to school. Absence cards can be found at the office. Our attendance email, uh_attendance@dasd.org (there is an “_” between uh and attendance), may also be used for absence notes. **If you send an email for the absence note, an written absence card is not required.**

**Reporting Absences**

Email **uh_attendance@dasd.org**. Provide the student’s name, homeroom teacher, and reason for the absence.

**Absence Excuse Card** – an email to **uh_attendance@dasd.org** replaces this excuse note.

A signed parent/guardian excuse note or email **uh_attendance@dasd.org** excuse note must be returned within 3 days of the student absence or the absence will be marked unexcused and/or illegal. A physician's excuse is required for any consecutive absence of more than 3 school days. Please refer to **DASD Code of Student Conduct 7.16.14**.