

**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. **Please do not send early dismissal requests via email.**
- 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](mailto: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, do not also send a written note.**
- Attendance email will not be checked after 9:30am when the School Messenger sends an automatic phone call.

### **Reporting Absences**

Email [uh\\_attendance@dasd.org](mailto:uh_attendance@dasd.org). Provide the student's name, homeroom teacher, and reason for the absence.

A signed parent/guardian excuse note **or** email [uh\\_attendance@dasd.org](mailto: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](#).

Absence Excuse Card – an email to [uh\\_attendance@dasd.org](mailto:uh_attendance@dasd.org) replaces this excuse note.

Early Dismissal Form – if your child forgot his/her note, please call the school office prior to 9:30am.