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General Attendance Information:

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

- **Calls to the attendance hotline are no longer required or encouraged!**
- 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 610 518-0685 to verify.
- If a student arrives late we need written documentation - either a doctor or parent note. You may drop your child off with said note; you are not required to sign them in to school. **Please note:** Not all lates are excused, even with a parent note. See the Student Code of Conduct for acceptable reasons a student may be late to school. ([ref. SCofC](#))
- If a student is leaving early we need written communication brought to the office by the student the morning of the early dismissal, **after checking in with the homeroom teacher**. An early dismissal pass will be issued at that time so that the student may meet you in the office at the designated dismissal time. The student will need to **check out with** our receptionist **when they leave**.
- Any time you have an emergency need for an early dismissal, please call the school at 610-518-0685 **We can accept early dismissal requests via email.**
- Absence notes need to be received at the school within three days of the student's return to school. Our attendance email, [caditaranto@dasd.org](mailto:caditaranto@dasd.org) may be used for **absence notes**. **If you send an email for the absence note, do not also send in an absence note.**

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

A signed parent/guardian excuse note **or** email 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](#).

Please email your child's teacher(s) for homework assignments if your child has been absent 3 or more consecutive days. You may also check your child's Schoology Account for assignments.