

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!**
- School Messenger will send an automatic phone call to parents/guardians if a student has been marked absent from the first three periods. If you feel the call was made in error, and that your child is actually at school, please call 610-363-6400 extension 5510 or 5514 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 Student Agenda Book for acceptable reasons a student may be late to school. All notes are due within one date of the late.
- If a student is leaving **early** we need **written communication** sent to the office the morning of the early dismissal.
- Any time you have an emergency need for an early dismissal, please call the school at 610-363-6400 extension 5510 or 5514.
- Absence notes need to be received at the school within three days of the student's return to school. The attendance email is de_attendance@dasd.org and may be used for **absence notes**. **If you send an email for the absence note, do not also send a written note.**
- **Attendance email will be checked daily.**

Reporting Absences

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

A signed parent/guardian excuse note **or** an email excuse note to de_attendance@dasd.org 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. Click here to download a copy of the District's Attendance Excuse Card.

[Absence Excuse Card](#) - you may also email de_attendance@dasd.org to replace this excuse card.

[Early Dismissal Form](#) - this form or a note in with your child is **required** for all early dismissal requests.

A copy of the Early Dismissal Form can be found by clicking on "Early Dismissal Form".