**Your child’s daily attendance is exceedingly important to their academic, social and emotional success here at Pittsburgh Phillips K-5. This letter’s intent is to provide you with a clear understanding of the attendance policies that we must follow as a Pennsylvania public school.**

* Parents/guardians must submit a written excuse after each absence, including the following information:
  + The date the note is written
  + The date (s) that your child was absent
  + The reason for the absence (please be specific)
  + Your signature and a phone number where you can be reached
* Excuses should be sent in within 3 days of the absence, or it may be considered unexcused
* You will receive notice of the first and second unexcused absences
* If your child accumulates 3 unexcused absences, you will receive a notice indicating the possibility of a citation
* Accumulating 4 or more unexcused absences may result in a citation being issued by the District Magistrate, with the possibility of fines
* Students are allowed up to 10 absences during the school year which can be legally excused by the parent/guardian.
* After 10 absences, students will be required to submit a doctor’s note in order for the absence to not be considered unexcused/unlawful
* The preceding regulations apply to all Phillips students, Kindergarten- 5th grade

**What Is A Legal Excuse?**

* Illness
* Weather emergency, impassable roads.
* Religious holidays recognized by the Board of Education
* Bereavement - temporarily excused for family members death.
* Health care (**doctor’s note needed**)
* Principal approved reasons for absence from school
* Involuntary exclusion (i.e., suspension from school, court summons)

Should you have any questions, please do not hesitate to contact Ms. Hartman, School Social Worker

Ms. Megan Hartman

School Social Worker

PH: (412) 529-5190

Email: [mhartman1@pghboe.net](mailto:mhartman1@pghboe.net)