**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

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