

### **A Note from the Attendance Office**

When your child is going to miss school or is going to be late you must:

Send an email to [chsattendance@tesd.net](mailto:chsattendance@tesd.net) or a written note within 3 days of your child's absence/lateness with a valid reason.

If you send a note without a valid reason (listed below), then the absence or lateness will remain unexcused.

If you email with a valid reason for the absence/lateness before 9:15 a.m. on the day of the absence/lateness, you will not receive phone calls, emails and texts. If you do not send an email before 9:15 a.m. then you can respond to the automated email you receive.

You do not need to call prior to your child's absence. You only need to send an email or a note for their return.

What to include in your emails/notes:

FULL NAME OF YOUR CHILD

GRADE

VALID REASON (listed below)

Please note: missing the bus, traffic, and oversleeping are not reasons for being late.

Each semester your child is permitted 4 excused tardies and 2 unexcused tardies. Students who exceed this will receive a school detention, an ESS, or loss of privileges based on the Code of Conduct. If you receive a phone call, email, or text that your child is absent, and you believe it is in error, please contact the attendance office as soon as possible.

Excused Absences and Tardies Reasons:

1. Personal illness
2. Family Emergency
3. Death of a Family Member
4. Medical or Dental Appointments
5. Authorized School Activities
6. Educational Travel with Prior Approval
7. Pre-approved Religious Instruction (limit 36 hours per year)
8. Bona Fide Religious Holiday
9. Tutorial Instruction in a field not offered in the District's curricula
10. Attending Court Hearings related to involvement with the County Children and Youth Agency or Juvenile Probation Office

11. When the student is required to leave school for the purposes of attending court hearings related to their involvement with the county children and youth agency or juvenile probation office

12. If the student is absent due to participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act

13. If a student is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the District.

14. For the purpose of obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.

15. If a student whose parent or legal guardian has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with regard to school attendance, tests and extra-curricular or co-curricular activities, at the discretion of the Superintendent or designee, no penalties shall be imposed for absences of up to five (5) days.

16. Where the Superintendent has approved an attendance plan necessitated by rare and extraordinary circumstances. In this context, "rare" means typically no more than 1 or 2 per year District-wide and "extraordinary circumstances" means the student is engaged in a profession or activity at a nationally recognized level.