

# *Downingtown Area School District*

Shamona Creek Elementary School

610-458-8703

Robert A. Reed Jr.

Principal

## **ATTENDANCE HOTLINE**

This effort is a direct response by the Downingtown Area School District Board of School Directors to the concerns that parents have expressed regarding the daily safe arrival of all children. A voice mailbox is designated to receive messages regarding your child's absence and tardiness. This system will provide you with the opportunity to call any time before the office is open.

Each morning, your message will be compared to the teacher's daily absence report. In the event of a discrepancy, you will be called immediately. If we are not able to reach anyone listed on your child's information card, the district attendance officer will be notified. Your effort and support is a necessary step towards keeping track of all students.

The Pennsylvania Department of Education recognizes a limited number of reasons as legal excuses for missing school. They include illness, quarantine, death in the immediate family, impassable roads, and exceptionally urgent reasons that affect the child. When returning to school from being absent, the student must submit a written excuse to the homeroom teacher. It is the responsibility of the parent to send in the excuse card provided by the school or a hand written note. **Excuses must be submitted within three days or returning to school or the absence must be classified as unexcused/illegal.** In the event that an absence is determined unexcused it is permanently recorded in the Student's file as illegal. By law, three illegal absences subject parents to a notice by certified mail of a potential financial penalty to determine by local courts. Our District Attendance Officer coordinates attendance matters with District Court 15-2-06 in Downingtown.

**Procedures for Excessive Absences: A letter of the school's concern regarding the student's attendance will notify parents of a student who has accumulated 10 absences; the letter will serve as a warning that after 15 absences only a doctor's note will be accepted for future absences. When a student reaches 10 days of absences, the District Attendance Officer is notified.**

***Please keep this information in a convenient location for future reference***

If your child will be absent or late, you are required to follow the following procedure:

1. **Before 9:00 a.m., please call the Shamona Creek Hot Line (610-458-8703) and then press 9** to report an **absence or tardiness.**
2. Indicate **your name** and **your child's first and last name, homeroom teacher, and grade level.** If your child is out for three consecutive days, you may then leave a message indicating that you would like homework to be ready for pick up in the office at the end of the day.