

Quick Reference Sheet

KHS Attendance 2013-2014

Absences:

- 3 days to hand in absence note...excused absence
- Absence notes must have student's full name, student's id, date(s) of absence(s), reason for absence, and a parent's signature
- 3 or more consecutive absences...must see nurse before reporting to advisory
- Parents report absences to 610- 444-6638...still need note upon return
- Planned absence note needs prior approval and form signed by teachers
- 20 or more accumulated absences (excused, unexcused, planned) must have medical note thereafter (medically excused absences not included)
- 3 unlawful absences = NOV Notice of Violation warning letter
- Citation will be written for 4th unlawful absence

Tardies:

- Students must report to Advisory by 7:40 am
- A late note must be presented at the time of check in
- Late note must have student's full name, student's id, date, reason for being late, and a parent's signature
- 10 or more tardies (excused & unexcused) must have medical note; thereafter (medically excused tardies not included) student is moved to Level II Attendance and will receive a Saturday School for each tardy accumulated after 10

Early Dismissals:

- Student presents a parent note to the main office before advisory
- Once the note is confirmed, student must pick up their pass in the main office
- Student presents the pass to his/her teacher at time of dismissal and should exit the building immediately. This process must be followed to prevent classroom disruption
- Student returning to school must sign in at the attendance window
- Parents do not need to come in to the building for early dismissals as long as a note has been provided