



### If your student is sick and will not be attending school:

Notify the Attendance Office before 8:30 a.m. at (610) 444-6638 and leave a detailed message with the following information:

- Student's full name and ID #
- Date (s) of absence
- Reason for absence

\*An e-mail sent to [mzavala@kcsd.org](mailto:mzavala@kcsd.org) is also acceptable.

Submit a written note within **THREE (3)** days of the student's return to school. The note must contain the following information:

- Student's full name and ID #
- Date (s) of absence
- Reason for absence
- Signature of parent or guardian

Notes submitted via e-mail must also include a signature.

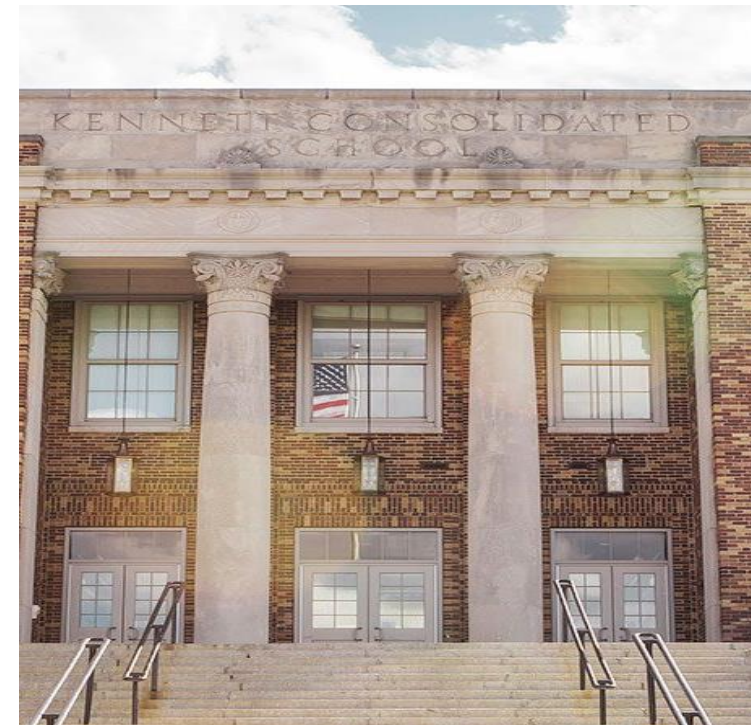
### If your student will be visiting a college:

- Obtain a **Planned Absence Approval Form**. The form is available online at <https://www.kcsd.org> and in the Attendance Office.
- Have the student complete **Part I** of the form.
- Submit form to the Attendance Office a week prior to the college visit to complete **Part II** of the form.
- Once the request gets approved, the student will be called to the Attendance Office to pick up the form.
- The student communicates with his/her teachers regarding make-up work, and asks teachers to sign **Part III**.
- Have a representative from the campus or institution complete **Part IV** and **RETURN** to the Attendance Office after the college visit.
- Forms are due within **THREE (3)** days of the student's return to school.

### If you need to pre-arrange an extended absence (three or more days) for your student:

- Obtain a **Planned Absence Approval Form**. The form is available online at <https://www.kcsd.org> and in the Attendance Office.
- Have the student complete **Part I** of the form.
- Submit form to the Attendance Office a week prior to the anticipated absence to complete **Part II** of the form.
- The student's attendance history will be reviewed by the Attendance Office prior to the request being submitted to the student's principal for approval.
- Once the request gets approved, the student will be called to the Attendance Office to pick up the form.
- The student communicates with his/her teachers regarding make-up work, and asks teachers to sign **Part III**.
- **RETURN** the original form to the Attendance Office.

## [KENNETT HIGH SCHOOL] *Attendance Quick Reference Guide*



### Contact Us

Phone: (610) 444-6638  
Email: [mzavala@kcsd.org](mailto:mzavala@kcsd.org)  
Web: <https://www.kcsd.org/>



## If you need to pick up your student early from school (anticipated):

On the morning of the early dismissal, have your child provide a written note to the Main Office containing the following information:

- Student's full name
- Date of early dismissal
- Reason for early dismissal
- Signature of parent or guardian
- A telephone number where the parent can be contacted for verification

The school office will contact the parent listed to verify the note provided.

Once the early dismissal is confirmed, the student should pick up the early dismissal pass in the Main Office.

**Please note:** Any early dismissals that are not confirmed will not be able to be processed until the Main Office receives confirmation from the parent or guardian.

An early dismissal will be considered excused as long as the early dismissal is confirmed by the Main Office. Failure to comply with the early dismissal procedure could result in disciplinary action.

Students returning to school must sign back in at the Attendance Office and get a class pass. This policy also applies to students who drive to school.

## If you plan to pick up your student early from school (unanticipated):

A note requesting an early dismissal must be faxed to (610) 444-7013 or emailed to Mr. Jones in the Main Office at [djones@kcsd.org](mailto:djones@kcsd.org). The note should include:

- Student's full name
- Date of early dismissal
- Reason for early dismissal
- Signature of parent or guardian
- A telephone number where the parent can be contacted for verification

If the parent or guardian is unable to send the information highlighted above, the parent or guardian must personally pick up the child in the Main Office and complete an early dismissal form.

**Please note:** An emergency contact will only be authorized to pick up a child from school if the school has prior written authorization from the parent or guardian.

Students returning to school must sign back in at the Attendance Office. Failure to comply with the early dismissal procedure could result in disciplinary action.

This policy also applies to students who drive to school.

## If your student is going to be late for school:

The student must check in at the Attendance Office and provide documentation for the late arrival. A parent note should include:

- Student's full name and ID #
- Date (s) of absence
- Reason for absence
- Signature of parent or guardian and telephone number to be used for verification

**Please note:** All notes are due upon arrival to school. Failure to provide documentation will result in the student being assigned an after school detention.

Ten (10) tardies are permitted per semester.

If a student accumulates **more than 10 tardies to school per semester**, the student will be placed on the **Level II Attendance Plan** which has the following stipulation:

- Excused and unexcused tardies count towards the plan.
- Documented medical lateness are excluded.
- A Saturday School will be assigned after the 10<sup>th</sup> occurrence.



## My child received a Notice of Violation (NOV). What is an NOV?

“Truant” means a student who has been absent from school without valid excuse for more than **THREE (3)** school days during a school year.

Children of compulsory school age can be considered truant.

If **THREE (3)** days pass after the absence with no excuse (or acceptable excuse per School District Policy), the absence (s) is permanently considered unexcused and/or unlawful.



*Develop a passion for*

*learning. If you do, you  
will never cease to grow.*

*~Anthony J. D'Angelo*

## When are absence notes due?

Absence notes are due within **THREE (3)** days of the student's return to school.

All absence notes must contain the following information:

- Student's full name and ID #
- Date (s) of absence
- Reason for absence
- Signature of parent or guardian

Failure to submit proper documentation within the timeframe provided above can result in an unlawful and/or unexcused absence.

**Please note:** Parent notes without a signature will not be accepted.

If you are submitting a medical note, always make sure that the note indicates when the student was seen and when the student can return to school.

## If your child attends TCHS, and needs to request a planned absence:

Provide the Attendance Office at KHS and TCHS with a planned absence request.

### For KHS:

- Obtain a **Planned Absence Approval Form** from the Attendance Office at KHS. The form is also available online.
- Have the student complete **Part I** of the form.
- Submit form to the Attendance Office a week prior to the anticipated absence to complete **Part II** of the form.
- The student's attendance history will be reviewed by the Attendance Office prior to the request being submitted to the student's principal for approval.
- Once the request gets approved, the student will be called to the Attendance Office to pick up the form.
- The student communicates with his/her teachers regarding make-up work, and asks teachers to sign **Part III**.
- **RETURN** the original form to the Attendance Office.

### For TCHS:

- Submit a written request to TCHS with enough time to complete the request.

## If your student will be absent for an extended period of time due to medical reasons...

Notify the Attendance Office at (610) 444-6620 and leave a detailed message with the following information:

- Student's full name and ID #
- Date (s) of absence
- Reason for absence

If the student missed three or more days of school due to medical issues such as a concussion or a surgical procedure, upon return to school, the student must report to the Nurse's Office before reporting to advisory. The student will need to submit proper documentation to the Nurse's Office and Attendance Office.

## If your student attends TCHS, and missed a day of school:

- In the event that the student was absent from both KHS and TCHS, the student will need to submit a note to both schools.
- If the student was absent **ONLY** from TCHS, he/she will need to submit a note to TCHS to excuse his/her absence.
- If the student was absent **ONLY** from KHS, he/she will need to submit a note to KHS to excuse his/her absence.

**Please note:** Notes are due within **THREE (3)** days of the student's return to school for both KHS and TCHS.