



SPRINGHOUSE MIDDLE SCHOOL

Attendance Information for Parents



- 1. Hybrid Students on Face to Face Days:** Attendance rules are unchanged. Parents should call the Absentee Hotline 610.351.5900 Extension 66711 if your child is ill.
- 2. Hybrid Students on eLearning Days:** If your child is ill and cannot complete assignments on a given day, the parent should call the Absentee Hotline 610.351.5900 Extension 66711 to report the child absent for the day.
- 3. Parkland Online Students:** If your child is ill and unable to complete assignments on a given day the parent should call the Absentee Hotline 610.351.5900 Extension 66711 and report the child absent for the day.
- 4. Parkland Online & Hybrid eLearning Students:** If your child becomes ill during the day and cannot complete their assignments parents should call the Absentee Hotline 610.351.5900 Extension 66711 and report the child absent. This can be done at any time during the day.
- 5. Quarantined Hybrid Students:** If your child is required to quarantine based on PSD guidelines, the following steps must be followed:
 - A. The Student Wellness Form must be completed.
 - B. The child should participate in the eLearning portion of the Hybrid schedule and complete all assignments at home for the days under quarantine.
 - C. Provide a Doctor's Note upon return to Face to Face Instruction.
 - D. Contact the School Nurse, Mrs. Sara Troutman, with any questions or concerns.
- 6. All SMS Students:** If any student (hybrid or online) must miss all or a portion of the school day(s), due to a medical appointment, personal emergency, vacation, or other reason, an emergency permit must be completed. Electronic Emergency permits can be found on the SMS website or by clicking on this link:

[Middle School Emergency Permit](#)

Completed forms can be turned into the Main Office or emailed to roethleinp@parklandsd.org.

7. Additional Information

- A. Assignments can be completed early but must be completed by midnight on the day they are due.
- B. If you are unable to complete an online assignment due to technology issues please fill out a trouble ticket at [PSD Technology Support Center](#) and email the teacher the trouble ticket number. The child may be provided with extended time at the teacher's discretion.
- C. It is the child's responsibility to contact his/her team of teachers to get assignments for the day.

**ATTENDANCE
MATTERS.
ALL DAY, EVERY DAY**