



New Attendance and Dismissal Procedures

For ALL communication please use

cfeattendance@ucfsd.net

In order to avoid paper Bus notes, we have moved to digital absence and dismissal notes.

*To report your child **ABSENT** use:*

Please be sure to include:

Child's FIRST and LAST name

Date of absence(s)

Teacher name

Reason for absence

*To report a change to your child's **DISMISSAL** plans use:*

Please be sure to include:

Child's FIRST and LAST name

Date

Teacher name

Time of dismissal (if an early dismissal)

Name of adult picking up student

All DISMISSAL changes must be received by

10:30am for AM session students

2:30pm for PM session students

Questions?

Contact Cindy Poe

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610-388-1112