

New Attendance and Dismissal Procedures

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

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

cfeattendance@ucfsd.net

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:
(early dismissal*, late arrival, change to dismissal transportation)*

cfeattendance@ucfsd.net

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 need to be received by
10:30am for Half days & AM Kindergarten
2:30pm for PM Kindergarten- 5th grade

Questions?
Contact Cindy Poe
cpoe@ucfsd.net
610-388-1112

*No early dismissals will be allowed after 3:00pm