

## **\*Attendance Reminder\***

- Please submit excuses for your child's absences as soon as they return to school. Students have three (3) days upon return to provide a written excuse from a parent/guardian or doctor for an absence or tardy.
- After three (3) days without documentation from a parent/guardian, the absence will be considered unexcused/illegal.
- Six (6) unexcused absences can result in a citation through the magistrate's office.
- Parent excuses are accepted for the first through the tenth day of absence. If your student is at a medical appointment please send in the medical excuse, half day included.
- Medical excuses are needed after the 10th parent written excuse. If medical excuses are not received for these days, they will be marked as unexcused/illegal absences.
- If you plan to take an educational trip please complete the necessary form and turn it into the office at least a week prior to the absence. Additionally, no student vacation or field trip will be approved if the days missed exceeds the allowable number of parent excuses, or during PSSA/Keystone testing.
- You can submit excuses by emailing them to [excuses@charleroisd.org](mailto:excuses@charleroisd.org) or [attendance@charleroisd.org](mailto:attendance@charleroisd.org).
- You may review your student's attendance through Sapphire, or request a copy by using the email addresses above.
- If you need additional assistance, please contact:  
Ashley Porter  
Student and Family Attendance Liaison  
724-483-3509 x 3002  
[ashleyporter@charleroisd.org](mailto:ashleyporter@charleroisd.org)