

POTTSGROVE SCHOOL DISTRICT ATTENDANCE



QUESTION	ANSWER
When do I need to submit an excuse note?	Within five days of your child's return to school.
Do I need to submit a doctor's note?	If your child has been absent for three or more consecutive days, your child must present a doctor's note when they return to school.
I didn't submit a note on time, will my child's absence remain unexcused?	The best thing to do is to reach out to your child's building Attendance Clerk. Exceptions may be made on a case by case basis.
Where do I send the excuse notes?	Ringing Rocks: RRAbsent@pgsd.org West: WPAbsent@pgsd.org Lower: LPAbsent@pgsd.org PGMS: MSAbsent@pgsd.org PGHS: HSAbsent@pgsd.org
Is there a number I can call instead?	484-524-0099 - PGHS: Option 1 - PGMS: Option 2 - Lower: Option 3 - Ringing Rocks: Option 4 - West: Option 5 *A phone call alone will not suffice as an excuse. It MUST be followed up with an email or written excuse.
Can I submit a handwritten note?	Yes. For Elementary students, please send it in your child's folder. For Secondary students, please remind your child to bring it to the main office.
I emailed the absent email address for a one day absence for my child, do I still need to send a note within 5 days?	No. For a one-day absence, the email to the attendance mailbox may serve as the excusal note. If your child needs to be absent for more than that one day, a note will be required upon their return.
I called or emailed and still received an automated message that my child was absent. Why?	Calls to the attendance lines and emails need to be submitted prior to 10 AM. However, the attendance secretaries and office staff may experience a delay in retrieving those messages and an automated call may occur in error.
We are going on a trip. Will this be an excused absence?	An educational trip form needs to be completed prior to the trip. College visits and tours are separate from educational trips. If a student has already accrued ten or more absences, the trip may not be approved. Educational trip requests for the first and last weeks of school are not permitted and will be marked as unlawful absences. The Educational Trip form can be found here .

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<p>What happens if my child has an unexcused absence?</p>	<p>Once a student has three unexcused absences, a first attendance notice may be sent home.</p> <p>If a student reaches six unexcused absences, a second letter may be sent home and the parent/guardian will be asked to contact the School Social Worker to schedule a School Attendance Improvement Plan (SAIP).</p> <p>If a student reaches ten or more unexcused absences, the School Social Worker may make a referral to the Montgomery County Office of Children and Youth - Truancy Division, and/or the magisterial district court.</p> <p>If a parent or guardian is unable or unwilling to connect with the School Social Worker and unlawful absences are habitual, a home visit may be warranted.</p>
<p>Why did I get a Ten Day Absent Notification?</p>	<p>Once a student reaches ten or more days absent, he or she may be required to have a doctor's note for any subsequent absence. This is cumulative and includes both excused and unexcused days. Educational trip days and excused absences are not counted toward the ten-day maximum.</p>
<p>My child has a medical condition that may impact attendance, how should I handle this?</p>	<p>Please reach out to your child's School Counselor, Principal, or School Social Worker to share any documentation that you have and to work on a plan for managing absences.</p>
<p>I was contacted by the nurse and told that my child could not return to school until a specific date. Will those days be considered excused?</p>	<p>If your child's school nurse has contacted you with specific guidance on an illness, the days that the nurse has specified for your child to remain absent will be considered excused.</p>
<p>What is a School Social Worker?</p>	<p>School Social Workers are masters-level, licensed social workers who assist students and families with a variety of resources. Support may be given regarding attendance, (which includes adherence to the compulsory education laws as set forth by the Pennsylvania Department of Education), housing instability, referral to community resources, IEP meeting support, and as a link between the family, school, and community.</p>
<p>What are the board approved reasons for an excused absence?</p>	<p>Illness (A doctor's note may be required after the 10th absence), Quarantine (A doctor's note may be required), Recovery from injury (A doctor's note is required), Required court attendance (with appropriate documentation from the court), Death in the immediate family (Immediate family is defined as parent/guardian, grandparent, sibling, child, aunt, uncle, cousin, or spouse), Educational absences up to five school days with prior approval, Formal college visitations.</p>

You may find the complete attendance policy for Pottsgrove School District, as approved by the board [here](#).