



Electronic Absence Notes

Accepted at all Penn-Delco schools

Penn-Delco School District uses the **SchoolMessenger SafeArrival** Absence Reporting System for reporting absences. You can report your child's absence **before the beginning of the school day on the day of their absence** using their SchoolMessenger app, their website at go.schoolmessenger.com, or by calling the toll-free absence reporting line at **(888) 635-0460**. If you miss the cut off for reporting (11am), you must send in a note using this electronic absence note using the instructions below. For more information, go to pdsd.org/attendance.



If you have missed the **SchoolMessenger SafeArrival** reporting cutoff time, fill out and complete this note by hand in its entirety. Notes not completed, signed, and dated **by district-recognized parent or guardian** will not be accepted. Electronic signatures will not be accepted.



Scan or photograph completed note and attach to your email (email must be one that is listed in your Skyward contacts.)



Send to the attendance department of your child's school (see below) **within five (5) days of your child's last absence**. Notes must be sent to attendance email. Attendance email addresses should be used for attendance only.

- Aston Elementary: ast-attendance@pdsd.org
- Pennell Elementary: pen-attendance@pdsd.org
- Coebourn Elementary: coe-attendance@pdsd.org
- Northley Middle School: nms-attendance@pdsd.org
- Parkside Elementary: pks-attendance@pdsd.org
- Sun Valley High School: svhs-attendance@pdsd.org



Forwarded emails from other accounts other than email on file will not be accepted.



Penn-Delco School District Absence/Late/Early Dismissal Note

Circle one: **Absence Note** **Late Arrival** **Early Dismissal**

School: _____

Student Name: _____ Homeroom _____

Date of Absence/Late Arrival/Early Dismissal: _____

Early Dismissal Time _____ Late Arrival Time _____

Reason for Absence/Late Arrival/Early Dismissal _____

Parent/guardian Name _____ Phone# _____

Parent/guardian Signature _____ Date _____