

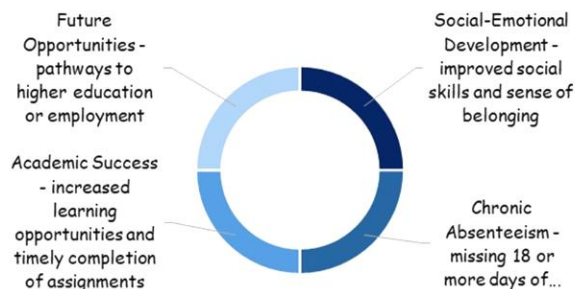


Mifflinburg Area School District

Attendance Procedures

ATTENDANCE MATTERS

Importance of Regular School Attendance



What do I do if my child is absent from school?

- Email isattendance@mifflinburg.org with reason for absence.
- Parent notes can excuse up to **ten (10) absences** per year.
- Parents must email or send in handwritten note within three (3) days of absence to avoid the absence being marked illegal.
- Medical excuses are required if ten (10) parent notes have been used.

What do I do if my child is going on a trip?

- Complete and submit the trip form to the school office.
- Requests for non-school sponsored trips can be approved for **up to five (5) days** per year.
- If trip(s) extends beyond five days, parents may use parent notes for excused absence.

What happens if my child receives 3 illegal absences?

- If **three (3) illegal absences** occur, a mandatory meeting will be scheduled for parents.
- If a total of **six (6) or more illegal absences** occur, parents or guardians will be summoned to appear in front of district magistrate.

What do I do if my child has an appointment?

- A District appointment excuse form or a valid doctor's note is required for absences due to appointments.
- Email isattendance@mifflinburg.org or send a note to school with the time of pick-up so the student will be prepared to leave for the appointment.