

## EXCUSE NOTES

Absences will be treated as **unlawful** until the school district receives an absence note explaining the absence.

**Notes must be received within 3 days of each absence .**

Absent notes may be hand-delivered to the school by your child during regular school hours or a parent/ guardian can email/fax the absent notes to the school.

Any time a student is absent from school, a written excuse including the following information must be sent to the office within three days:

- The child's first and last name
- Teacher's name
- Date of the absence(s)
- Reason for the absence
- Legible signature of parent or guardian
  - Attendance emails must be from parent/ guardian email addresses registered in PowerSchool.



Use your PowerSchool parent portal account to stay up-to-date on your child's attendance.

## ATTENDANCE OFFICES

### Pleasant Valley High School

- Susan McDermott
- 570-402-1000 ext. 4018
- Email: [pvhsattendance@pvbears.org](mailto:pvhsattendance@pvbears.org)

### Pleasant Valley Middle School

- Dorothy Lauchnor
- 570-402-1000 ext. 2018
- Email: [pvmsattendance@pvbears.org](mailto:pvmsattendance@pvbears.org)

### Pleasant Valley Intermediate School

- Stephanie Noto
- 570-402-1000 ext. 3018
- Email: [pviattendance@pvbears.org](mailto:pviattendance@pvbears.org)

### Pleasant Valley Elementary School

- Ashley Gullans
- 570-402-1000 ext. 6018
- Email: [pveattendance@pvbears.org](mailto:pveattendance@pvbears.org)



# Compulsory Attendance Requirements

## Pleasant Valley School District

2233 Route 115  
Brodheadsville, PA 18322  
Phone: 570-402-1000

Revised  
September 2025

A partial view of an 'ATTENDANCE RECORD' form, showing the title and some columns like 'Date' and 'Time'.

## EDUCATIONAL TRIPS

For any educational trip taken during the school year, requests must be submitted to the attendance office at least 10 days in advance on the approved district form. No student may spend more than a total of five (5) school days on an approved educational trip in any given school year, unless prior approval is received from the Superintendent or designee. All pre-approved trips will be recorded as excused absences.

Assigned school work will be due on the day of return to school. Make-up tests and quizzes must be completed within the number of days the student was absent.

The form to request approval can be found on the district website or at your school's attendance office.

## TARDINESS/LATENESS

It is important that all students arrive at school on time. If a student is tardy, the parent/guardian will be asked to provide a written excuse. A record of the time arrived and reason for late arrival will be maintained. Minutes tardy will accumulate and may result in truancy proceedings.

Students are expected to report to school by the following times:

- PVHS: 7:30 / \*9:25
- PVMS: 7:40 / \*9:40
- PVIS: 8:55
- PVES: 9:10

\*Students must arrive at school no later than this time to be eligible to participate in after-school athletics and/or activities for the day.

## TRUANCY PROCEDURES

1

When your child accumulates 3 unlawful absences: A 3-Day Unlawful Absence Notice will be mailed home to your residence.

2

When your child accumulates 6 unlawful absences, a 6-Day Unlawful Absence Notice will be mailed to the student's residence and parents/guardians will be contacted to participate in a School Attendance Improvement Conference (SAIC) with the child and a school administrator. During this conference, a School Attendance Improvement Plan (SAIP) will be developed for the student.

3

When your child accumulates 3 or more unlawful absences after the SAIP, Citations will be issued under state law to students who are 17 years or younger. Parents/guardians and the student will be required to attend a truancy conference with a Magisterial District Judge.

4

Parents will be referred to the District Magistrate to be cited and fined. Children & Youth will be notified.

## ATTENDANCE POLICY BOARD POLICY NO. 204

The Board requires that school-aged students enrolled in all schools of the PVSD attend school regularly, in accordance with State laws. The educational program offered by this school district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. The Board recognizes that if the parent/guardian will not insist that their child take advantage of the free educational opportunities offered, it becomes the duty of the school district and the State to require that attendance be enforced within the limits of the law

**Pennsylvania will require all students to attend school no later than age 6 until age 18 or graduation, whichever occurs sooner.**

Unlawful Absence-Student (s) 17 years old and under who are absent from school without an excuse.

**Parents/guardians can excuse up to ten absences each school year for their child.**

**Once a child accumulates ten parent/guardian excuse notes, any future absences will be considered unlawful unless the absent note is from a medical office or any other facility approved by the PVSD school board.** For more details, please contact your child's school attendance office.