

Dear UCFSD Parents and Guardians,

Regular attendance is critical to the learning and growth of all of our students. Pennsylvania State Law requires all students of compulsory age to attend every day that school is in session. The only absences excused by the school are listed in [Board Policy 204](#).

Procedure for Reporting Absences:

A parent or guardian should send in an excuse note to the attendance office notifying the school that their child is absent. Emailed notes should be sent to cfeattendance@ucfsd.net. A phone call cannot be accepted as an excuse note. **Notes must be received within 3 days of the child's return to school in order to be excused.**

Parents also have the option to submit an excuse note from within the PowerSchool Parent Portal on the day their child is absent. To submit an excuse note, log in to the Parent Portal at <https://ucfsd.powerschool.com>, click on "Forms" on the left hand side, and click on the form called "Absence Excuse Form." This can be done from a computer or a mobile device.

Unexcused Absences/Truancy

When a student has been absent three times without a valid excuse, the student is considered truant. The parent will receive a warning letter from the school. If the child incurs a fourth unexcused absence, the school is then required to initiate a School Attendance Improvement Conference (SAIC), as mandated by the State. At the SAIC, a Student Attendance Improvement Plan (SAIP) is created. After six unexcused absences, a student is considered habitually truant. Students considered habitually truant will be referred to county or community based attendance improvement programs. Other options can include a referral to Children and Youth Services or filing a citation with the local district magistrate. Board Policy 204 contains a complete explanation of procedures relating to truant students.

Extended Absence from School

Parents are strongly encouraged to utilize the UCFSD vacation periods for extended absences from school. While schoolwork may be done away from school in the event of an extended absence, a student will be missing vital classroom instruction that can have a significant impact on their performance in school.

If a student still needs to be absent from school for the purpose of a family trip, the parent or guardian must receive prior approval from the building principal or it will be considered unexcused. Vacation requests that result in the student missing more than 10 consecutive days of school will not be approved and truancy proceedings may take place if alternative arrangements are not made with the building principal.

It is very important that students not be out of school for an extended absence during state assessments. A copy of the school calendar is attached to this message so you can plan accordingly.

Thank you for your partnership in ensuring the success of every child.