

CSD CHELTENHAM SCHOOL DISTRICT

2026-27 ATTENDANCE POLICIES AND PROCEDURES

The Cheltenham School District provides rigorous, engaging learning experiences every day. Your child(ren)'s school attendance and punctuality to class are critical to success. To encourage establishing good habits, please take time to review the following guidelines with your child(ren). In effect since 2020-2021 school year, Pennsylvania House Bill 1615 updated the PA Public School Code compulsory school age to 6-18. Students are required to attend school by the age of 6 and until the age of 18 or graduation, whichever occurs first. #BePresent

EXCUSING ABSENCES

- For an absence to be coded as excused, parents/guardians must submit written or emailed documentation explaining the student's absence.
 - Notes must be submitted within three (3) days of the student returning to school.
- If a student is out for three (3) or more consecutive days for illness, a doctor's note is required to excuse the absences.
- Only 10 written parent/guardian notes are permitted during a school year. Once the maximum has been submitted, all further absences for illness shall require a doctor's note in order for the absence to be excused.
- **Educational Trips:** Must be approved prior to the trip by the building administrator utilizing the "Educational Travel Request" form on the District Family Portal (cheltenham.org/families). If approved, a maximum of five (5) school days can be coded "excused" for the school year. For international educational trips exceeding 15 days, the student will be disenrolled. Re-enrollment will occur once the student is re-registered.
- **Lateness and Early Pick Up:** Excessive lateness and early pick up can amount to days missed and therefore result in truancy proceedings. Notes from family and/or doctor must be provided, where appropriate.

ATTENDANCE MONITORING PROCEDURES

- After a third unexcused absence, a letter is mailed home notifying parents/guardians.
- After the letter is mailed, a "School Attendance Improvement Plan" (SAIP) conference will be scheduled.
- Following a sixth unexcused absence, a citation can be issued to district court and a hearing will be scheduled.
- A 10th unexcused absence results in a referral being made to the Montgomery County Office of Children and Youth's Truancy Department.

REPORTING AN ABSENCE

Cheltenham Elementary School:
Email CEattendance@cheltenham.org.

Glenside Elementary School:
Email GEattendance@cheltenham.org.

Myers Elementary School:
Email MEattendance@cheltenham.org.

Wyncote Elementary School:
Email WEattendance@cheltenham.org.

Cedarbrook Middle School East:
Email CBKEastattendance@cheltenham.org.

Cedarbrook Middle School:
Email CBKattendance@cheltenham.org.

Cheltenham High School:
Email CHSattendance@cheltenham.org.

QUESTIONS OR CONCERNS?

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